



Griffith Productivity Solutions



“Take Back the Office” Day

A full-day experience of organizing and productivity training for your business, which combines large group training with individual consultations, targeted to your employees' needs.

This is a full day, 9:00 a.m. – 5:30 p.m., including a 60-minute lunch break.

Morning Session

The day kicks off with a 90-minute, customized presentation for your entire company, team, or division, focused on office organization and time management tools and techniques. Topics are tailored to the needs of your group, and may include any of the following:

- Desk organization
- Paper management and controlling paper flow
- Effective filing systems
- Electronic file management
- Task and time management
- Calendaring tools / techniques
- Email management

Extended Individual Sessions

Additional 50-minute individual on-site consultations may be added on the following day for an additional fee.

Investment

\$2,500 for the day, plus travel expenses and lunch for myself. The fee includes an on-site, large group presentation, with preparation and customization of the presentation for your group's specific needs, along with helpful handouts. It also includes individual, 50-minute individual consultations for those who desire them, with advance preparation in collaboration with your internal team to maximize effectiveness in the individual sessions.

Late Morning & Afternoon Session

Drill down to individual work. Up to five individuals may sign up for a targeted, 50-minute, one-on-one organizing and productivity consultation to address each person's unique issues. This is designed to be a consultation and not hands-on organizing work with each interested employee.

Every person who schedules a one-on-one session will be asked to fill out a productivity profile in advance of the date to enable more personalized coaching.

Wrap-Up with Management

Your day concludes with a wrap up session with company / division heads designed to provide feedback, closure and discussion of future goals.

Additional 50-minute individual coaching sessions may be added as needed:

Full day of 8 individual sessions: \$1,500

Half day of 4 individual sessions: \$750