

Kathryn Bechen seminars she developed in the 1990s when she founded her organizing business ...



Organized With Ease

Consultations/Presentations/Training

Kathryn R. Bechen

SPEAKING OF GETTING ORGANIZED!...

MINI-WORKSHOPS/PRESENTATIONS/SPEECHES

Available For On-Site Presentation
6/15/92

Today's fast-paced world makes organization a necessity rather than a luxury! You and your business need to operate at peak efficiency and to do that you must be organized!

Don't let disorganization rob you of time, money, and the confidence of clients and colleagues.

Call 402-391-8951 today to discuss one of the five following organizing topics presented by Kathryn R. Bechen, Owner of Organized With Ease.

All Presentations combine practical, professional business information, tips, techniques, and solutions with a light, creative approach.

Presentations can be designed to fit your specific needs and audience. Speeches and Presentations range from 45 minutes to 1 hour, and Workshops are offered as either 1½ or 3 hour programs.

"ORGANIZING FOR SUCCESS"

Companies are expecting more and more from their employees in the 90s. Getting and staying organized can give you and your company the workplace edge! Practical and proven techniques and tips show you how to effectively utilize good organizing skills to gain better control of your work time and space whether you are a CEO, small business owner, or staff employee. Topics include desks, paper, people, projects, offices, space, and filing systems.

"ORGANIZING THE CLOSETS OF YOUR BUSINESS AND PERSONAL LIFE"

Focuses on how being well-organized is instrumental in achieving balance in your business and personal life. Practical "tried and true" business tips and techniques are combined with ideas for personal growth, leisure, and enjoyment. Geared toward being a well-rounded, more "whole", less-stressed person.

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Kathryn teaching with her student assistants

Kathryn Bechen seminars she developed in the 1990s when she founded her organizing business, Organized With Ease

**"ORGANIZING AND MANAGING PAPER & INFORMATION
IN THE COMPUTER AGE"**

American offices will handle 1.6 trillion pieces of paper this year...according to a June 8, 1991 article in USA Today. Alternatives to the paper chase in the 90s are offered using "real-life" problem-solving examples, techniques, and sample products. Organizing and managing paper and information in what was supposed to be the "Paperless Computer Age" is addressed.

"THE ORGANIZED AND EFFECTIVE EXECUTIVE"

For executives and other professionals, (whether or not you have a secretary or office manager) who want to "fine-tune" and better-organize their paper, time, and desk management skills, evaluate their professional image, and improve their chances for continued promotion in today's competitive work environment. Tips offered on organizing and managing the "paper and information deluge" that bombards your desk, briefcase, and office daily. Helpful especially for executives who travel and/or have extensive civic commitments.

"GETTING ORGANIZED FOR ACTION!"

Want your business to really hum? Maximum productivity and a well-managed office can be achieved through implementing and coordinating simple, workable organizing systems for upper-management through staff-level employees, enabling your business to function as a well-organized team. Packed with tips for the fast-paced, detail-oriented, multi-project, deadline-driven office.

WORKSHOPS



Kathryn teaching organizing strategies