



Officiency®

Creating Workplace Efficiency

PRESENTATIONS OFFERED



Creating Time Efficiency

Learn how to make the most effective use of your time at work with understanding basic time management techniques. Discover how to make decisions easily learning the 4 basic D's. Learn how to customize and use time management products such as day planners and electronic handhelds to their maximum effectiveness. Understanding your peak times in your work day to schedule and allocate accordingly, helps to maximize your time and get things done. Obtain key tactics to deal with frequent interruptions with your colleagues and friends at work.



Computer Organization in Byte Sized Pieces

Begin to become paperless in your office and get more organized through the computer resources you already have! With over 90% of our data now in electronic form, effective and efficient management of email is key to organizational success. Develop an intuitive system to organize email and electronic files for easy access and retrieval using the same file system. Learn how to effectively use your contact/email management software such as Outlook, ACT! and Lotus notes to its full capacity with learning more of its functions to manage time and information.

About K.J. McCorry

K.J. McCorry is the president and founder of **Officiency Inc.**, an efficiency and productivity consulting company based out of Boulder, Colorado. Ms. McCorry is the author of *Organize Your Work Day In No Time*, which empowers workers to take back their workday through simple and effective time management and computer organization techniques. K.J.'s work in office process simplification has been recognized locally and nationally in the *New York Times*, *International Herald Tribune*, *Chicago Tribune*, *Boulder County Business Report*, *Rocky Mountain News*, *Better Homes & Gardens* with TV and radio appearances on the *Do It Yourself Network*, *The Peter Boyles Show*, and *World Talk Radio*.

K.J. McCorry
inspires her audience to exercise more control over their work environment. She teaches the audience effective, time saving skills that increase productivity and minimize frustration. She shares her knowledge in a lively, humorous, spirited style with entertaining anecdotes relating to the frustration and success of everyone who has issues with clutter and disorganization.



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The Effective Way to Run Meetings

Learn to have fun, effective and high-quality meetings. To avoid common mistakes which lead to unproductive meetings, learn the necessary communication skills to promote opportunities for participant input. Discover the basics to creating well developed agendas and how to guide your meetings to successful interactions. Strategies on how to come to closure on decisions, and clearly identify next action steps are discussed so that all meeting participants can be involved. Specific challenges participants have with meetings will be explored through an interactive question and answer period.



Managing the Daily Deluge of Information

This information session addresses how to cope with information overload and streamline the handling of paper. A variety of paper flow systems will be discussed so that participants walk away with a clear understanding of how best to manage incoming documents and the piles on their desk. An effective method of improving their current paper filing system will be demonstrated so that those piles turn quickly into files! Learn how to name files so that you can immediately recognize the documents inside. These easy to implement strategies will help participants deal with information quickly from start to finish.

INDUSTRIES

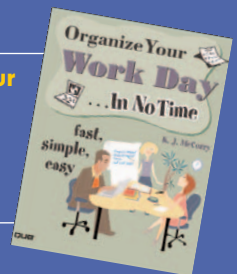
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Marketing & Graphic Design • Real Estate and Development
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U.S. Government Agencies • Universities



“It was the best presentation I’ve received in the government in the nine years I’ve been here. It was simply life-changing!”

David Farkas, General Services Administration

K.J. is author of **Organize Your Work Day In No Time**, available at national fine booksellers.



“K.J. makes the topic of organization fun and easy to understand. Her enthusiasm and humor made the presentation extremely enjoyable.”

Dana Breitenstein, Cendant Intercultural


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To request the services of K.J. McCorry,
please call Zoe Training and Consulting at
(303) 440-9005 or (877) 440-9004 or visit www.zoetraining.com