



## Lose the Clutter: Lose the Stress

1/2-day Instructor Led course on site

### Who Should Attend

This course is designed for all levels of employees who want to gain control over their clutter.

### Prerequisites

Know your work style and the pros and cons of what stumbling blocks appear as a result of clutter, and how that impacts your daily work life.

## Learn to Apply the Guiding Principles of Lose the Clutter: Lose the Stress

1. **Improve your performance** by accurately and consistently prioritizing material into a system: increasing productivity and overall satisfaction at work.
2. **Discipline yourself** to make time to clean out the many different types of clutter that exist for everyone: freeing up space to focus on the more time sensitive tasks at hand.

### Course Highlights

**Lose the Clutter: Lose the Stress** is designed to:

- Reduce stress in the workplace while enhancing productivity.
- Increase awareness of how one's performance is affected by clutter and ways to overcome it.
- Empower each employee by learning to prioritize and organize quickly.
- Improve ability to manage information quickly and easily by applying the techniques given.

### What the Course Provides

**Lose the Clutter: Lose the Stress** is a time/life management skills program designed to improve your efficiency and overall satisfaction at work

This course will educate each employee by supplying them with the tools needed to identify the types of clutter, both physically and emotionally, and the ways to limit its impact.

By providing solutions to the effects of clutter, you will be able to accomplish more tasks quickly, and efficiently, thus contributing to the success of your group.

### What Participants Learn

Upon completing this course, participants will be able to:

- Learn to identify different types of clutter.
- Effectively use techniques to limit clutter.

### Course Outline

- Introduction: Meaning of Clutter
- Impact of Clutter on Productivity
- Take the Clutter Test
- Placement of Clutter
- Clearing the Desk Space
- Identify Types of Clutter
- Overcome Emotional Clutter
- Awareness: Clutter vs. Performance
- Techniques to Improve Efficiency

*Customize for your organization.  
Call today for details.*

Access clear thinking and easy resolutions to workplace challenges by reducing clutter and understanding what the impact is in having an unorganized work space.

### Course Materials

Each participant receives a copy of the **Lose the Clutter: Lose the Stress** manual for after class reference and review.