

OrganizeU



www.OrganizeU.ca

ORGSP-300

Organizing your Space

½-day

Overview

This course addresses the mental and physical challenges of disorganization. It provides specific organizing principles to assist you in managing your environment. It assists you in determining the reasons for disorganization, explains how you can change and helps you to identify behaviours that are keeping you from achieving your goals.

You Will Learn How To...

- √ Identify the reasons for disorganization
- √ Set goals to live your life in an organized fashion
- √ Modify your behaviour
- √ Discover your organizational personalities
- √ Determine organizing principles to assist in your transformation

You Should Attend If You...

- √ Are living in chaos, clutter and confusion
- √ Can't regularly find things
- √ Feel overwhelmed by your environment
- √ Want to get started in the organizing process

Program Content

Defining you and your values

- √ Define who you are
- √ Determine what you want
- √ Identify your current value system

Determining where you are going

- √ Identify your role
- √ Learn to set goals
- √ Prioritize and achieve the goals

Understanding disorganization

- √ The physical effects of disorganization
- √ The cost factors
- √ Perception vs. reality
- √ Is there hope?

Modifying your behavior

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A division of



Organizational Effectiveness
and Productivity Consultants

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- √ Learn why you are disorganized
- √ Understand organizing personalities
- √ Work with team styles of organization
- √ 10 steps to becoming organized
- √ Golden rules of organizing.

Complementary Courses

ORGWK300 – Organizing Your Work

Deals with organizing papers, files and email by discovering how to maintain a clutter- and stress-free workspace

ORGTM300 – Organizing Your Time

Helps you manage your workload more efficiently. Identifies strategies for productively managing your time.

ORGLF300 – Organizing Your Life

Presents a systematic, organized approach to achieving a balanced lifestyle by determining your values and goals, along with strategies for realizing them

ORGPLD100 – Organizational Productivity

Explores the practical process of organizing your entire business unit, from initial goal-setting to maintaining a clutter-free and efficient work environment.

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