

...before your goose is  
**cooked!**



### Does your office leave you...

- Drowning in paper?
- Searching for important documents?
- Wondering where to put things?

### Do you frequently feel...

- Stressed?
- Frustrated?
- Overwhelmed?

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*The growth of many businesses is encumbered by a lack of organization. Systems break down, things fall through the cracks and days become deadline driven. There is no time, space or energy left to plan or organize.*



**Pamela Brunderman** is president and founder of Organized For Life, a White Plains, New York based professional organizing firm established in 2000 to help small and medium sized businesses systematize their operations and gain control over their physical space. Recognizing that interior design and organizing go hand-in-hand, Ms. Brunderman entered the organizing industry in 1995 as an independent contractor for a Manhattan based organizing firm. Although she will tell you she's been organizing since the third grade Ms. Brunderman started her professional career in the interior/kitchen design industry where she received First Place in the National Kitchen and Bath Association (NKBA) 1990 Design Contest and Honorable Mention in 1992.

A part-time inventor Ms. Brunderman was awarded First Place by Hammacher Schlemmer in 2001 for her first invention, a hands-free exfoliation device for the feet. She is a member of National Association of Professional Organizers (NAPO) and the Westchester County Chamber of Commerce. Ms. Brunderman holds a Bachelor of Design in Interior Design from the University of Florida at Gainesville, and an Associates of Science in Counseling from Santa Fe Community College, also in Gainesville.

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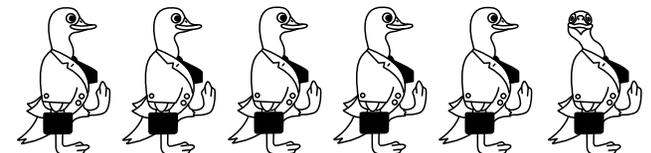
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Get your ducks in a row...



## Be Organized For Life

### Imagine yourself...

- ... *clear minded and able to focus on growing your business.*
- ... *with the space to spread out your thoughts and your projects.*
- ... *energized to be proactive instead of reactive.*

### Getting Organized For Life is about...

- ... *looking at your workspace in its totality. In order to transform it and its contents into a high functioning, high impact and supportive work environment, all aspects of the space must be considered including, furniture arrangement, lighting, and the efficiency of the underlying support systems.*

## 5-Steps to being Organized For Life

### 1 Needs Assessment

First you must fully understand the problem. In the Needs Assessment phase of your organizing project, your Organizing Consultant will conduct a thorough interview of the key office members involved. Critical to this phase is understanding how office members interface with each other, the paper flow trail and space requirements. Your Consultant is trained to listen and uncover critical needs and sources of frustration. A thorough inventory of the physical space and its contents are also conducted at this time.

### 2 Action Plan

With a clear understanding of the project in place, your Organizing Consultant then creates and prioritizes the Action Plan with every task focusing on the removal of the obstacles that interfere with a smooth functioning office—*your ultimate success.*

Our *Use-What-You-Have* approach, saves you time and money. As a trained Interior Designer, your Organizing Consultant is skilled at rearranging existing furniture to improve traffic and workflow as well as creating an overall improved aesthetic appearance. As a result of this process, an accurate evaluation of the need for new furniture is determined.

### 3 Schedule

The schedule is created by considering many factors such as; your work schedule, business needs, availability of additional office furniture, etc. The priority is to get relief from the congestion as quickly as possible.

### 4 Implementation

Every project is different and has its own set of priorities. The work most often begins by tackling the paper and the clutter. Papers are sorted into categories and an easy-to-navigate universal A to Z filing system is presented and installed. If required furniture is rearranged to form the new “structure” for the workflow. Set up of the workstation is completed with ergonomic placement of computer and desk accessories.

During the Implementation process there is considerable discussion about work habits and routines, paying close attention to those threatening to undo your new system. Your Organizing Consultant will help you recognize these routines or habits and replace them with ones that are more effective and stable.

### 5 Tune Up

Clients normally report having a higher level of productivity and mental clarity as a result of working in more functional space. This motivates them to continue the process of getting and staying organized. Since the new system of organization requires you to adopt new routines and habits—and we all know that old habits die hard—we use tune-up sessions to reinforce, re-evaluate and refine the systems so you continue to feel positive results.

**Keep your ducks in a row.**

**Call 914.421.0573**

**For more information on how we can help!**

