



WEBINAR: The Cost of

Start Date: 9/27/2017 12:00 PM

End Date: 9/27/2017 1:00 PM

WEBINAR: The Cost of Disorganization. Can You Afford to be Disorganized? September 27, 2017 12:00 p.m. to 1:00 p.m. Location: Go To Meeting Webinar (link to be emailed prior to event) Presented by Ann Michael Henry – business-owner, author, speaker, and trainer. Schedule: 12:00 – 12:45 p.m. – Presentation 12:45 – 1:00 p.m. – Q & A session This webinar has been submitted to the Society of Human Resource Management and the HR Certification Institute for review. Did you know that there is a cost to disorganization? Well there is, and you won't believe where those hidden costs are! During this presentation, we will take a look at how disorganization – paper, email, electronic clutter, interruptions, poor time management, filing cabinets and more – negatively impact your bottom line. You know that you are wasting time looking for information, be it paper or electronic information. You know that email as a productivity tool often times seems counterproductive. In terms of salary, time wasted looking for information is a poor investment. The same holds true for capital expenditures, from filing cabinets to file servers and more. Isn't it time to step back and take a look at the true cost of disorganization so that you can put together a strategy that will positively impact your bottom line instead of drain it? You already know from an emotional standpoint how disorganization is impacting you and your business, now let's take a look at it from a dollars and cents perspective. By the end of this session, participants will:

- Complete an assessment to determine their individual cost of disorganization.
- Have an increased knowledge of the research done on workplace disorganization and the negative impact it has on the bottom line.
- Be able to identify key areas of disorganization that can be addressed to reduce costs, improve workplace productivity, and reduce stress.
- Apply the Cost of Disorganization assessment within their organization.

About our Presenter: Ann Michael Henry is the Founder of Mise En Place—a Workplace Productivity Strategy firm that specializes in working with businesses and individual professionals to improve organization and productivity in the workplace. Ann Michael and her team focus on five core areas: ? Workload management ? Paper management ? Email management ? E-document management ? Using technology to get organized Many strategies that profess to “get people organized” are in fact stumbling stones to that very objective. Overflowing email inboxes, piles of paper on your desk, electronic files that have created a digital dumpsite, constant interruptions, multitasking – and so much more – all thwart productivity, increase stress and negatively impact the bottom line. **PRICING:** GVC SHRM Members: \$10 Non Members: \$15 *The