

## Professional Organizing

We at Quickstep Organizing are ready to help you to establish practical, lasting and economical control over challenges that face virtually every office or home environment, as illustrated below:

### Space Management and Storage:

Our assistance related to space management and storage may include strategic office, home, or garage layout (incorporating Feng Shui principles, if requested), desk area ergonomics, equipment placement, supply storage, printed and electronic archiving, multimedia conversions, moving services, disposal and recycling.

### Information Flow:

We can help clients to simplify and streamline office and home methods and procedures, software data entry for bookkeeping or inventory tracking purposes, control of printed, electronic and voice documentation, decision management, goal setting, establishing checklists, scheduling, and communication protocols. We may also inventory your office or home assets for insurance purposes.

### Prioritization and Time Management:

At Quickstep Organizing, we work with clients to address task analysis and prioritization, issue identification, system analysis, practical problem resolution, time constraints and logistics, and productivity optimization.

Quickstep Organizing can be your one-stop shop for your office and home organizational needs. We offer related support services, including computer and electronic technical support, handyman services, and project management. We do what it takes to get the job done effectively!