



## A WORKSPACE THAT WORKS

We go beyond organizing your home office —  
we develop tailored systems that empower you to work more efficiently.

### Productive. Efficient. Organized.

Have you ever heard that a messy desk is indicative of a genius? We have, too—but while that may be true for some, we've seen far too many people whose home office is inhibiting instead of inspiring.

If you waste time looking for papers that have fallen prey to your "filing system," or your digital documents are scattered and impossible to find, our Organizing and Productivity Specialists™ will make it easier for you to unleash your inner genius. How do we help you work smarter?

#### We take stock of your needs



It starts with listening —learning about how you're working now, and your vision for how you want to work in the future.

#### We help you achieve balance



With our strategies to prioritize, create routines, and improve your schedule, you'll regain control, and keep control, over not only your work, but how it impacts your life.

#### We find—and fix—your pain points



For you to be at your best, you need the right space, the proper tools and efficient systems. We will accomplish more than you thought possible, including (but not limited to):

- Conquering email inbox overload
- Optimizing paper management and flow. We create systems for action, filing and retrieval, all tailored to how you process information—so you'll stick with it.
- Going digital. We can create electronic systems to help you move away from paper, leveraging tools such as cloud storage, password management, calendar sharing, and more.
- Designing a space that is comfortable, stylish, and organized (even if you share it).
- Corralling your stuff. We help you decide what you need and how to organize it.



*Laura is very easy to communicate with and she knows how to get to the heart of the project very quickly. I would highly recommend Eliminate Chaos to anyone needing organizational or computer-related services - no matter how simple or complex. Laura's background and experience offers a customer more advantages than one might think.*

— KAREN CASSELL

*My office was a disaster and Laura helped sort through piles of paper and showed me effective ways to keep business and personal information in order. Her filing system is very effective.*

— PAULA FELDMAN, MONEY MAILER



## Why Work With Us

At Eliminate Chaos, we are organizing and productivity experts who believe that collaboration is as important as knowledge when it comes to meaningful results. We serve as your trusted partners—listening to your needs, learning about your goals, and creating customized solutions to achieve them.

Our clients want to boost efficiency and reduce frustration. Many are simply looking to improve their everyday lives by having spaces that both look and feel better. Others seek a more thoughtful approach to the logistics of moving a household or office—from packing and unpacking to project management, vendor coordination, and space planning. And some just long for the day when they can fit their car into the garage again.

Thanks to the proven 10-step process developed and refined over decades by our founder, Laura Leist, any of those goals are within your reach. And staying organized is, too, because all of our powerful solutions and systems are designed to be easily maintained well into the future.

Start your journey today!

## One Call Can Change Your Life

Are you ready to experience the joy of working in a productive, efficient and organized office? It all starts with a free phone consultation. We'll create custom solutions that fit your goals and your budget - whether you simply want to transform the space where you work, or you need new systems and processes to improve the way you work.

### What We Do Best

- Home organization
- Digital organizing
- Virtual organizing and consulting
- Home network installation
- Computer backup and disaster recovery
- PC and email support
- Moving services for your home
- Moving services for your business

### Your Investment

Each project is unique, and rates vary depending on the ORGANIZING SPECIALIST™, PRODUCTIVITY SPECIALIST™, or Information Technology Consultant.

### Books Authored by Laura

*Eliminate Chaos: The 10-Step Process to Organize Your Home & Life*  
*Eliminate the Chaos at Work: 25 Techniques to Increase Productivity*  
*Increase Your Productivity Using Microsoft Outlook*