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**Average U.S. Exec Wastes 6 Weeks Per Year Due to Disorganization  
Ballantrae Offers Solutions at October Workshop**

*Newark, Delaware* -- The *Wall Street Journal* reports that the average U.S. executive wastes 6 weeks per year searching for misplaced information from messy desks and files. This equals 5 hours per week or one hour per day. At \$60,000/year in salaries, that is nearly \$8,000/year in wasted time on the job.

To help those who are “organization-challenged,” Ballantrae Organizing Solutions will hold a Get Organized (GO!) Workshop on Wednesday, October 12. The workshop, scheduled for 9:00 am – 12:00 noon, will be held at the New Castle County Chamber of Commerce in Newark. The GO! Workshop centers around the GO! System, a proven, step-by-step process that helps people get organized and stay organized. The per person cost of the workshop is \$75.

“If out-of-control schedules, cluttered workspace, and information overwhelm us, what is this disorganization costing? Often, it’s much more than we think,” explains Ballantrae president Jocelyn Coverdale. “Productivity suffers, we lose valuable time, and stress levels also skyrocket.”

“The GO! System is easy to understand, easy to implement, and easy to maintain,” says Coverdale. Within a few hours, the strategies learned can significantly reduce the stress and anxiety that come from being overworked, overwhelmed, and overloaded. This effective system shows participants exactly how to get organized and stay that way.

Disorganization has many causes, but there are six challenges to staying organized that we all face including: time management issues, project management issues, personality issues, psychological issues, handling incoming items, and prioritization issues. The GO! workshop includes extremely simple, powerful, and practical tips to help improve in all six areas. These strategies can easily free-up several weeks of productive time each year.

“If you, or your employees, are unable to effectively handle the basic activities that occur in the workplace each day -- voice mails, emails, faxes, finding necessary items -- you will not be able to effectively support the strategic plans of your overall organization,” says Coverdale. “If the small things are out of control most of the time, what’s happening to the important things that must be done to achieve corporate goals?”

In addition to getting organized, the GO! System also helps people stay focused on high priorities. The workshop lays the strong foundation that is necessary for participants to successfully achieve goals and initiatives. In addition, this workshop will help improve the ability to focus and concentrate, gain more control and quickly prioritize workloads, and increase overall productivity.

Newark-based Ballantrae Organizing Solutions provides training and productive environment consulting for professionals in need of better systems for managing out-of-control schedules, cluttered workspaces, and information overload. Clients include entrepreneurs, professionals, non-profit organizations, and small to mid-sized corporations.

Ballantrae President Jocelyn Coverdale is an IBM-certified technical trainer, an authorized consultant with Hemphill Productivity Institute, a time management specialist trained with Ontario-based Harold Taylor Time Consultants, Inc., a Paper Tiger authorized consultant, a technical representative for Enfish search software, and an instructor in productivity tools such as ACT! contact management software, Outlook, and Lotus Notes. In addition, Coverdale recently received a NSCGD certificate of study in Chronic Disorganization. Since 1994, Coverdale has worked with such well-known names as PECO Energy, Campbell's Soup, CoreStates Bank, Hay Group Management Consultants, Wilmington Trust Company, and DAP Adhesives.

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