

## Acclaimed speaker to address regional conference in October

### Jocelyn Coverdale organizes professionals

Jocelyn Coverdale, an internationally recognized organizing professional, business consultant and motivational speaker, will address the Delaware Public Purchasing Association at the 2006 Region II Conference to be held Thursday and Friday, Oct. 26-27, at the Sheraton Dover Hotel in Dover. The event is open to the public.

The Delaware Public Purchasing Association's mission is to sponsor NIGP educational classes and assist those professionals seeking certification, provide programs and meetings that will help the membership in their daily responsibilities and provide an opportunity for their members to receive recognition of outstanding performance in public procurement.

Also during the month of October, Coverdale will present two of her professional development workshops - Creating an E-Toolkit and Getting Things Done: Personal Productivity Strategies for Records and Information Management (RIM) Professionals - to the Professional Organizers in Canada (POC) National Conference and the ARMA International Conference and Expo.

Coverdale will present Creating an E-Toolkit to the 2006 POC Canadian National Conference Friday, Oct. 20. Creating an E-Toolkit explores the best digital tools available to help clients effectively organize in this electronic age. The session surveys a variety of the digital tools, including search tools, electronic notebooks, task managers, personal project managers and planning/thinking tools.

"This is an exciting workshop," said Coverdale. "Through demonstrations applied to real-world organizing scenarios, attendees will learn new ways to meet the organizing and personal productivity needs of technology savvy clients."

Coverdale will address the ARMA Conference & Expo in San Antonio, Texas, Monday, Oct. 23. The conference educational program features events on key topics for records and information

managers such as Coverdale's workshop on Getting Things Done: Personal Productivity Strategies for RIM Professionals.

"While RIM professionals busily handle everyone else's information, the barrage of stuff landing on their own desks can quickly overwhelm them," said Coverdale. "Finding time to get it all done calls for organizing skills, productivity strategies and professional tips on handling today's workload effectively."

ARMA International is a non-profit professional association and the authority on managing records and information - paper and electronic. The association, established in 1955, has approximately 11,000 members in the United States, Canada, and over 30 other countries. Members include records managers, archivists, corporate librarians, imaging specialists, legal professionals, information technology managers, consultants and educators.

Coverdale's firm, Ballantrae Organizing Solutions, provides productivity training and business-class organizing consulting for clients throughout state, and throughout the country. Clients include entrepreneurs, professionals, nonprofit organizations, small business and midsized corporations.