
Business

Organizing pro slated to speak

DOVER — 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 Oct. 26 and 27. The event at the Sheraton Dover Hotel is open to the public.



Jocelyn
Coverdale

Ms. Coverdale's workshop takes participants through a process "from the outside in" to organize the physical workspace and the workflow through it, improve time, task and project management, teach techniques

for mental focus and clarity, and help overcome personal obstacles to productivity such as procrastination and chronic overscheduling.

Ms. 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 EasyReach search software, and an instructor in productivity tools such as ACT! contact management software, Outlook and Lotus Notes.