

# *Straighten-Up!*

- Studies have shown that information-workers spend up to 400 hours per year searching through stuff. That's \$12,000 of a \$60,000 salary.
- Disorganization compromises focus, generates anxiety, heightens urgency, and leads to stress.
- It's in the interest of both the bottom-line and your well-being to get organized.
- *Straighten Up!* dedicates a half day to organizing, purging, and creating paperwork systems to bring a new level of ease and efficiency to any workplace—large or small, corporate or non-profit.

## **A typical *Straighten-Up!* session**

Pam Kristan, author of *The Spirit of Getting Organized*, and creator of *Straighten Up!*, kicks off the morning with an upbeat keynote to introduce her 4-Point Strategy. She then acts as roving consultant while each person works at their desk. Her energizing wrap-up highlights the morning's discoveries and gives direction for continuing the work.

## **The 4-Point *Straighten-Up!* strategy**

- ✓ **Square Up** – Structure the clutter and strategize the process
- ✓ **Sample** – create appropriate systems using a small sample of stuff
- ✓ **Sort, Stage & Store, Shed** – work through stuff in several short sessions
- ✓ **Stop** – distribute stuff and let the new level of organization sink in

"5+ on a scale of 1 to 5. Excellent!" CW, associate director  
"Extremely helpful ... good tools for moving forward" BE, financial officer  
"This is something that sticks with you" DW, administrative assistant

The *Straighten Up!* fee is \$1,500 plus expenses. Includes ½ hour pre-planning consultation, keynote and wrap-up speeches, strategy cards, evaluations, Before/After photos, and ten individual mini-consultations or two complete desk makeovers. Additional mini-consultations are available at \$300 per block of ten.

**To schedule a *Straighten Up!* session, contact Pam at 617-522-4956 or [pam@pamelakristan.com](mailto:pam@pamelakristan.com).**

## **About Pam**

**Pamela Kristan**, author, teacher, and consultant, has been helping thousands of individuals and organizations find practical, creative strategies to improve their lives for over twenty years.

Among Pam's clients are individuals from all walks of life, corporations, and nonprofits, including Houghton Mifflin Company, Mass. General Hospital, Equal Exchange, Grassroots International, and Harvard University. Find out more at [www.pamelakristan.com](http://www.pamelakristan.com).

