

A Timely Solution

News Release

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A Timely Solution Finds Busy Professionals Want Businesslike Order in Their Private Lives, Too.

Danville, Calif. – A Timely Solution, organizing and productivity specialists, find that busy professionals are looking for order, not only in their professional surroundings but in personal lives as well. Many Bay Area professionals such as attorneys and physicians have hired the firm to bring order to their homes after experiencing significant increases in productivity at their offices, say the Danville-based organizers.

A Timely Solution uses specific techniques to reduce both paper and electronic clutter, organizing work space and helping the professionals and their staffs become more efficient. As a result, they can find any filed item in seconds and know what to do with every new piece of information that comes into their offices.

According to A Timely Solution President Mary Ann Pate, many clients are so happy and relieved with the resulting workplace organization that they want to extend that peace of mind to their personal lives. They realize that the same basic principles and techniques that bring order to their work lives can also be applied at home.

“A Timely Solution did a fantastic job helping me organize my office and set up a filing system that I absolutely love,” reports Kris Putnam, President of Putnam Community Investment Consulting. “I recently attended one of their workshops as a “refresher” and incorporated one of the time management strategies into my daily routine. As a result, I truly feel calmer and am more productive every day!”

“The common denominator among all our clients is that they are busy people, both professionally and personally, and need to use their time effectively whether they’re at home or at the office,” adds Ms. Pate, who is immediate past president of the National Association of Professional Organizers, San Francisco Bay Area Chapter.

The process begins with a needs assessment that identifies what is required and lays out a plan for achieving the client’s objectives. Then, both manual and electronic tools as well

as habit training are incorporated to address issues from simple decision making about what to keep, file and toss to software for organizing electronic files to necessary equipment and supplies.

A Timely Solution offers a wide range of services to both businesses and individuals. Detailed information is available at www.atimelysolution.com or 925-736-4826.

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