

A Timely Solution

News Release

Media Contact Only:

Barbara Lewis

Attention! Business Communications

(925) 600-1606

attentionbc@earthlink.net

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Getting Organized for 2007: Businesspersons Rate Their Productivity

Danville, Calif. – As professionals, entrepreneurs and employees everywhere proclaim their New Years' resolutions to become better organized, productivity specialist Mary Ann Pate, principal of Danville-based A Timely Solution, offers them assistance with the Productive Environment Scorecard.

“The scorecard is a simple assessment tool that shows businesspersons, at a glance, just how organized or disorganized they are and what areas are problematic,” says Pate, who is the immediate past president of the National Association of Professional Organizers, San Francisco Bay Area Chapter. “For example, the first question is ‘I waste lots of time looking for papers I need’ and, conversely, ‘I waste no time looking for papers I need.’ Individuals rate themselves on a scale of one to ten.”

The Scorecard lists 15 questions pertaining to workplace habits and environment. A few of the other questions include:

I waste lots of time looking for information I know is on my computer.

I would be terrified if I were notified of an impending audit.

I do not have a systematic method for managing projects and work in progress.

It is very difficult for me to manage interruptions and prioritize my workload.

Scores are rated in four categories:

Congratulations! You are well organized!

You are on the right track, but there is room for improvement.

Disaster could be ahead if changes are not made soon.

Get help immediately!

“The Productive Environment Scorecard is a tool to help individuals improve their productivity and quality of life,” adds Pate. “It allows individuals to assess where they are currently and to track their progress moving forward. It provides a visual that helps them prioritize the problem areas and focus on what is causing the most pain and frustration.”

To obtain a free Productive Environment Scorecard and complimentary 30-minute consultation, interested persons may contact A Timely Solution at (925) 736-4826 or maryann@atimelysolution.com. Detailed information about the company and the wide range of services for both businesses and individuals, is available at www.atimelysolution.com.

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Note to Editor: Mary Ann Pate is available for interviews at (925) 736-4826 or maryann@atimelysolution.com.