



Business and Home Office Clients

Are you wasting hours a day looking for lost or misplaced items in your office? Are you frequently late for or missing appointments? Are you missing deadlines because your office is so disorganized? Are you late in paying your creditors or being threatened with service termination? Do you have trouble keeping staff because you are late with the payroll? Is your desk hiding under mountains of paper? Are you late in getting paid for services because you haven't sent out your invoices?

Residential Clients

Is your home a mess? Do you lack sufficient space to put things away? Are your closets filled to overflowing? Are you afraid to open the closet door for fear that everything will fall onto the floor? Are there piles everywhere?

Would you like to learn how to manage your possessions? We are experts in assisting clients to identify the solutions. We will instruct you in a step-by step process to gain control of your possessions. We want you to experience what being organized can mean in your life.

What can All Ways Organized do for me or my clients and friends?

Since 2001 Judith F. Guertin and All Ways Organized have been providing organizing services to business and residential clients in Eastern Massachusetts and Southern New Hampshire. We offer in depth assessment of your current organizing problems. We will help you develop a plan for organizing your office and home environments. We will instruct you in the techniques that will work with your organizational style to assist you to get and stay organized. We offer instruction in time management and goal setting and their relationship to living an organized life. In addition, we offer a wide variety of educational seminars on various aspects of organizing to individuals and groups. Our goal is to assist you to get and stay organized!



Since 2001, **All Ways Organized** has been providing personalized consultation, education and onsite organizational services to support a healthy and balanced life style for our clients.

All Ways Organized, LLC is dedicated to assisting individuals, couples and business in the process of becoming more organized and therefore more productive. Consultation and assistance in creating both physical order as well as improving time management are available.

BUSINESS SERVICES

Work flow analysis and management

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Time management and scheduling

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Ergonomics assessments

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Development and implementation of storage systems

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Contact management

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Filing systems and paper management

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Space planning

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Public Speaking

PERSONAL SERVICES

Development and implementation of storage systems throughout your home and office

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Selection of organizing products to suit your unique situation

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Development and implementation of personal filing system

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Design of closet storage systems

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Kitchen organizing systems

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Development of family communications center

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Training in time management and goal setting



Contact Us

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National Association of Professional Organizers
Member since May 2001

NAPO NE
Member since May 2001

National Study Group on Chronic Disorganization
Member 2006

For The Media

On deadline? We can help. All Ways Organized is available to speak to the reporters, editors, and producers on the following topics.

Clearing Clutter
Office Organizing
Residential Organizing
Time Management
The process of moving from Piles to Files
The Mobile Professional
Storage Solutions for Small Spaces