



WELCOME TO THE LET'S GET ORGANIZED WORKSHOP

TODAY'S AGENDA

- I. Registration**
- II. Overview**
- III. The Basic Components**
 - Roles**
 - Responsibilities**
 - Activities**
 - Area/Space**
- 15 Minute Break**
- IV. Area/Space Design**
- V. Scheduling**
- VI. Putting it All Together**
- VII. Enjoying Your Organization**
 - The Closure Cycle**
 - The "Away" System**
 - Maintenance**