




Professional Organizing Solutions

Time Management Coaching Program

Learn to manage your time and priorities
effectively and stay organized for life.



Have you ever wondered
'How can I make
more time for
what's important
to me?'

About Michelle Panzlaff

Located in New Westminister, BC, Michelle serves as a Professional Organizer for the Greater Vancouver and Lower Mainland areas. With virtually endless energy, she enjoys working with her clients to turn piles into files and [clear](#) clutter.

To Michelle, serving as a Professional Organizer is all about creating more functional and enjoyable spaces while helping clients feel inspired and more productive.

As a skilled professional Michelle now possesses over 22 years of office, service and administrative experience. From Hospitality, Catering, Distribution, Logistics, Project Coordination to Administration, Michelle relies on her exceptional skill set to solve complex challenges for her residential and business clients alike.

To demonstrate her dedication, enthusiasm and commitment for the [Professional Organizing industry](#), Michelle proudly volunteers as the BC Lower Mainland Chapter Vice Chairperson for the [POC \(Professional Organizers in Canada\)](#).

Michelle has trained with [Toastmasters](#) and is designated as a Competent Communicator. Michelle loves the [opportunity to present](#) her inspiring ideas, tips and resources to small and large groups.



Through experience Michelle has learned that being organized provides peace of mind and allows you to get more done, more effectively. Michelle's ongoing studies include training by the 'Professional Organizers in Canada' Association as well as self directed study into the techniques used by other well established professional organizers and productivity coaches.

By using her skills and talents with integrity and enthusiasm Michelle dedicates herself to making a difference in people's lives for the better.

Michelle Panzlaff

Professional Organizer & Creator of Solutions

Vice Chair – BC Lower Mainland Chapter of Professional Organizers in Canada



How to use this eBook Package

As anyone living in the world today, you are probably being bombarded with paper, information and stuff. It can be difficult for many of us to manage everything coming at us. What I've found is that without a good system in place, it's impossible.

Time and Task Management is key to enjoying success! You will be able to more of what you do best, and less of the things that don't matter once you have an easy to manage, easy to follow system in place.

After over 2 decades of experience, many of it at the front lines, and after helping hundreds of busy professionals and home makers in my business as a professional organizer I know that it is possible to better use our time and enjoy the peace of mind that comes when we know we can find what we need when we need it.

The information in this guide and the resources this package comes with is vast. Some of the concepts and ideas, you may have already seen yet not learned how to apply, and I hope to assist with this. That is why this eBook Package is provided as a Virtual Coaching Package. You get this workbook, all the materials it comes with and one-on-one private coaching as well.












Having purchased your Virtual Coaching Package, be sure to contact me at info@tidytiger.biz to set up your coaching calls right away. Have your receipt/invoice number in the subject line.

What is included:

Inside the package you will find the following PDF files. They are numbered in sequence as to the general order in which the topics appear in this eBook package workbook.

#12 – Finger Ready System is a folder containing PDF files that fully explain the set up of this bonus gift.

Only a handful, such as # 1, 8, 9, 10, 13 & 14 are not mentioned, yet should be reviewed regardless. We will discuss them in the coaching calls that come with this package.

-  Time Management Solutions by TidyTiger
-  1-Calendar Tip and Visual Reminders
-  2 - The Shoot to Score Goal Setting Plan
-  3 - Printable Time Matrix
-  4 - Time Log Time Tracking Sheet
-  5 - Real Time Tracking Form
-  6 - Time Activity Summary
-  7 -Time Log and Budget Form
-  8 - Re-occurring Task List
-  9 - Sample Interruption Tally
-  10 - Dont Should on Yourself
-  11 - The Office Design and Layout Guide
-  12 - Finger Ready System - Digital Edition
-  13 - Delegation Memo
-  14 - Freedom Filer Flyer

What you need to do:

Open all files that you received as part of this package as they are called upon for review. They are all contained in the folders and sub-folders given to you as part of the package.

Print off the ones you will need to use as part of the plan, and the extras you plan to use.

What is covered:

Managing one's time and priorities effectively is the key to not only getting organized, yet also staying organized. There are many aspects to time and task management and we are going to be covering a lot of ground within this eBook package. As we go we will consider these key areas:

- Your personality and lifestyle
- Electronic vs. Paper options
- Special Needs and Obstacles

Objectives

Upon reading and applying the methods in this eBook you will be able to:

- Choose the right calendar for your personal style and needs
- Reduce stress by prioritizing tasks by value and deadline
- Plan on multiple levels & budget your time to suit professional and personal needs
- Organize your space and work area to facilitate your best work
- Make objective decisions about paper and tasks as they come in
- Say 'no' to things of low value to you and your business
- Effectively manage interruptions and reduce multitasking
- Delegate effectively and choose your best work

Who is this information for?

This information is suitable for anyone interested in learning more about how to effectively manage time, but don't know where to start. Professionals, Individuals and Students alike.



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