

optimize *and* organize

Business Efficiency Consultants



Conquer the Chaos -

Is inefficiency eroding your company's time, efforts and profits?

- **Unnecessary tasks**
Extra steps bogging down work processes?
- **Excessive paperwork**
Sales staff spending more time tracking and reporting than with customers or finding new business?
- **Routine "fire fighting"**
Managers too distracted fixing recurring "hot spots" to focus on organizational goals and objectives?
- **Unclear priorities**
Staff unsure which activities drive the results?
- **Missing or "stuck" files**
"Black holes" plaguing your work flow?

The solution: optimize and organize.

Optimize and Organize isn't just our name — it's our mission and passion.

As process-oriented **Business Efficiency Consultants**, we help companies create and optimize **systems** for managing their valuable **time, talent and technology**.

It's (all) about time.

Efficiency is about time. Time is money. Put our professional **expertise**, experience and contagious **enthusiasm** to work in your company for:

- **Improved daily processes**
- **Smooth-running projects**
- **Smart tools** that make **technology** (not your employees) work harder.

Take Control!

If your company's current efforts aren't showing maximum results, call us. We help you find out what's working and what's not, then systematically:

- **Tackle inefficiencies** in routine tasks and processes.
- **Organize and prioritize** recurring inefficiency "hot spots."
- **Streamline and automate** paper and work flow.
- **Eliminate "black holes"** lurking in your operation.
- **Implement goal-driven steps** for maximum productivity and profit.
- **Integrate tools** for managing internal and customer information.

Why waste another day — or dollar?

Let us help you set goals and plans in motion for **increasing efficiency and success** today. [Contact Optimize and Organize](#) to discuss your specific needs, or click below to learn more about:

- [Our Solutions](#)
- [Suggested Customer Relationship Management \(CRM\) software](#)
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"Accomplishing a job

with minimum

expenditure of time

and effort."

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