

Physical Organizing: Getting the Job Done



WORKSHOP

DAY 1		DAY 2	
8:20-9:00 AM	REGISTRATION (Coffee/Tea Provided)	9:00 AM-12:15 PM	PO ROLE...THE SESSION <ul style="list-style-type: none"> • How to Start & Complete Each Session • Identify Goals & Diversions • Addressing Specific Client Challenges (Break Included)
9:00-11:00 AM	INTRODUCTION JME COMPANY PHILOSOPHY <ul style="list-style-type: none"> • Company Profile & Mission • OFIO Defined SETTING APART THE OFIO PO <ul style="list-style-type: none"> • Organize "People, Not Stuff" • Client Profile • PO Skill Set & Role 	12:15-1:15 PM	LUNCH (Provided)
11:00-11:10 AM	BREAK	1:15-3:45 PM	OFIO UNIQUE APPROACH TO FILING <ul style="list-style-type: none"> • Identify Client Filing Styles • Learn How to Sort Papers • Why Filing Intimidates...Client & PO
11:10 AM-12:30 PM	THREE STEP PROCESS OVERVIEW <ul style="list-style-type: none"> • Analyze, Strategize, Attack • Value of the 3 Step Process • What Happens Without It? 	3:45-4:00 PM	WORKSHOP REVIEW, CLOSING THOUGHTS
12:30-1:30 PM	LUNCH (Provided)	4:00-5:00 PM	QUESTION & ANSWER SESSION (Optional)
1:30-5:00 PM	OVERVIEW OF THE SPACE FORMULA <ul style="list-style-type: none"> • S.P.A.C.E. Formula Defined • Theory & Benefits • OFIO PO Role at Every Stage • "Sort" Phase- Key to Customization 		