

A Home Office  
That Works.



## Productive. Useful. Organized.

Eliminate Chaos makes it easier for you to get your work done, because we go beyond organizing – we develop systems to make you and your office more efficient.

*Do you waste time looking for papers that have fallen prey to your “filing system”? Are your digital documents scattered across different devices and hard drives? Can you actually get any work done the way your office is now?*

### **WE CAN HELP.**

With Eliminate Chaos as your partner, you won't worry about those questions again. You'll always be able to find what you need. And you just might get more enjoyment out of your work.

### **Taking stock of your needs.**

Before we even begin, we do something very important ... we listen. We learn about how you're working now – and your vision for how you want to work in the future. We discuss your timeline and budget. And we determine the perfect Eliminate Chaos ORGANIZING SPECIALIST™ or PRODUCTIVITY SPECIALIST™ for your specific job.

### **Keeping you on track, even after the project.**

We believe strongly in the relationship between organization and productivity. Before we consider our work finished, we'll give you the tools and instruction to maintain your new systems and space – so you can enjoy continued success in business and in life.

### **Finding – and fixing – your pain points**

Now it's time to get to work! For you to be at your best, you need the right space, the proper tools and efficient systems. Our unique and proven 10-step process can help accomplish your goals in any of the following areas:

**Optimizing paper management and flow.** We create action, filing and retrieval paper systems customized to the way you process information. You'll stick with it – because it works, and because it's tailored to you.

**Corralling your stuff.** We help you decide what you need, how to organize it and how you can keep it that way.

**Going digital.** Our Specialists can create electronic storage and retrieval systems to help you move away from paper, leveraging tools such as cloud storage, backups, calendar sharing and more.

**Designing your space.** Your home office can be comfortable, stylish and organized, even if you share it with others.

**Life management.** We'll help you regain control – and keep control – with strategies to prioritize, create routines and improve your schedule.

*Laura is very easy to communicate with and she knows how to get to the heart of the project very quickly. I would highly recommend Eliminate Chaos to anyone needing organizational or computer-related services – no matter how simple or complex. Laura’s background and experience offers a customer more advantages than one might think.* – KAREN CASSELL

*My office was a disaster and Laura helped sort through piles of paper and showed me effective ways to keep business and personal information in order. Her filing system is very effective.*

– PAULA FELDMAN, MONEY MAILER



## Who we are.

Founded in 2000 by award-winning entrepreneur, speaker, author and Certified Professional Organizer (CPO®) Laura Leist, Eliminate Chaos is the largest productivity and organizing company in the state of Washington.

We work with individuals who want to become more productive and organized.

Our clients include people from all walks of life: CEOs of multibillion-dollar corporations, high-profile athletes, solopreneurs, even paper-and-systems-fatigued offices. They all have one thing in common – they see the value in getting expert help to escape the disorganization that steals time and energy from their lives.

Laura has been providing organizing expertise since her childhood, when she made sure her visually impaired mother could always find what she needed. Those acts of service and love built a strong appreciation for form, function and order – and a firm belief that anyone can get more out of life by getting organized.

Today, every ORGANIZING SPECIALIST™ or PRODUCTIVITY SPECIALIST™ on Laura’s team shares that belief, and clients rave about how we deliver on our promise. We listen compassionately and build customized solutions that work. Then we provide the tools to help maintain those solutions.

At Eliminate Chaos, we recognize that organizing is about more than simply putting things in their place – it’s about creating thoughtful and efficient systems that deliver practical benefits for years to come.

## One call can change your life.

Are you ready to experience the joy of working in a productive, efficient and organized office? It all starts with a free phone consultation. We’ll create custom solutions that fit your goals and your budget – whether you simply want to transform the space *where* you work, or you need new systems and processes to improve the *way* you work.

### Additional Services

Looking for help beyond home office organization? Please visit our website to learn about our other services.

- Residential organizing
- Digital files and photo organizing
- Home network installation
- PC and e-mail support
- Computer backup systems
- Cyber security
- Productivity consulting
- Microsoft Outlook and time management training
- Residential relocation

### Your Investment

Each project is unique, and rates vary depending on the ORGANIZING SPECIALIST™, PRODUCTIVITY SPECIALIST™, or Information Technology Consultant.

### Books Authored by Laura

*Eliminate Chaos: The 10-Step Process to Organize Your Home & Life*  
*Eliminate the Chaos at Work: 25 Techniques to Increase Productivity*  
*Increase Your Productivity Using Microsoft Outlook*