

Story By Mark Olejniczak

It doesn't matter if it's a home office buried in paperwork, or a CEO in need of some tips to make them more productive on the job—for Barb Seegers, there is a solution.

Acting on one of her own strengths—organization—Seegers decided to launch her own business, Solutions Organizational Management, last November. Her goal: to make business owners and employees more organized and productive at their jobs.

According to Seegers the process begins with an initial meeting, where she will visit the client to conduct an assessment that focuses on how she can help.

"This process really helps to determine if you need me to assist in physically organizing your workspace or if the issue is more of an emotional one," said

Seegers' organizational methodology is the GO System, which stands for "getting organized." The system condenses the six most common organizational problems within businesses and offers detailed strategies to address them.

She became certified to teach the GO System through DME Inc., and

Barb Seegers organizing a bookshelf inside her office

can now deliver the organizational skills in a workshop setting to simplify tasks like handling voicemails and other incoming messages, to psychological issues that will arise.

No matter the size of the company, Seegers explained she can help make a difference.

"I work to teach people a better way to stay organized," said Seegers. "Every job is unique, from helping a small business owner that works from home, to a larger corporation that employs closer to 100 people stay on the right track and be successful."

Through her own efforts to keep herself organized, Seegers has become a strong advocate of a paper-reduced office space. With no filing cabinet in her own office, Seegers scans all of her documents and relies on computer storage as opposed to physical filing systems.

"I realize we will never be paper less but I am doing my part to teach others this system that can really make a difference in staying organized," said Seegers.

Through Solutions Organizational Management, Seegers also offers telephone techniques, customer service analysis, and administrative services as needed to companies and small business owners across Essex County.



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