



## **Janice Russell** **Bring Order To**

*a division of Minding Your Matters®*

Janice is an author, speaker, Productivity Strategist, Master Organizer, world traveler and organizer coach.

Busy professionals feel more overwhelmed than ever! They assume multiple responsibilities and tasks but feel like they have less time. Using the Minding Your Matters® [Flexible Structure Method™](#) as a framework, Janice addresses a variety of workplace productivity issues. She provides real solutions so professionals can convert “to do’s” into “to-done’s.”

*I am passionate about helping people get more organized and be more productive!*

Popular titles include:

- Time Management for Busy Professionals
- Email Effectiveness in the Office
- How to Create an Office & Schedule That Work for You
- {Your Title Here}

*“Of all the seminars I’ve attended, this is one of two that has provided useful information.” ~ Langley Air Force Base staff*

*“Janice is an engaging speaker infusing great content, true value and a bit of humor peppered in to really bring home her message.” ~ Stefanie Zizzo, Career and Life Coach*

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