






ORGANIZED | ENERGY  
OE

From **OVER**whelmed  
to **UNDER** Control!

## TREAT YOUR BUSINESS TO

An Extra Set of   
Helping Hands!

Save Time &   
Increase Productivity

Reduce Stress &   
Anxiety

[OrganizedEnergy.co](https://OrganizedEnergy.co)

**Personal Wellness + Professional Development =**

organized**ENERGY**, llc  
COACHING + CONSULTING

## **Signature Services Designed for Busy Professionals!**

### **BUSINESS SUPPORT SERVICES**

Perfect for Small Businesses with Little or No Staff



- Admin/Clerical Support
- Light Bookkeeping
- Update Workspaces by De-Cluttering, Organizing, Décor, and Coordinating Remodels
- Branding (Polished, Professional Business Image)
- Business Growth & Development Planning
- Strategic Marketing

### **SERVICES THAT SUPPORT THE TEAM**

Work-Life Balance & Self-Care Consulting



- Everyone Needs Someone that they can Trust with a Listening Ear and Shoulder to Lean on!
- Our Certified Life Coach Is Waiting to Become Your Business-Savvy Confidant, Accountability Partner & Friend!

Training & Development

- Workshop Facilitation & Conference Speaking
- Round Table Discussions, Lunch 'n Learns, etc.
- Variety of Trending, Personal & Professional Topics!

Conflict Resolution/Mediation Services



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**#OEWORKS4ME**