



# When Is it Time to Hire a Business Process Expert?

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When is it time to hire an expert for your organizational needs? When is it cost effective?

Think about the day before you go on vacation. You work like mad. You make sure all the mail is opened, email is answered, and phone calls are returned. All your tasks are done and everything is taken care of—you want to relax and enjoy your long-overdue vacation. At the end of the day, you have a feeling of well being. You've accomplished a lot, and you can go on vacation without worrying about what you left undone.

How would you like to have that feeling every day?

Have you ever made a New Year's resolution: I'm going to get organized! This is the year! You find as many books as you can on organizing. You attend a seminar to learn the latest-and-greatest tips and techniques. You buy containers, desks, and file cabinets. And you think: This is all I need to get organized. But there's a problem. Did you ever meet someone who wanted to learn how to play the piano, so they bought one, brought it home, and could instantly play it proficiently? No, because the skills are not in the box or the instrument.

Every day you see clues or symptoms of disorganization. Maybe it's the piles of paper that never go away. Maybe you spend too much time looking for information. Or you have a feeling of exhaustion at the end of the day—without a feeling of accomplishment. Perhaps you spend long hours looking through emails.

Getting organized is 50% mental and 50% physical. Most books and articles only address the physical aspect of organization. They do not address personality characteristics, such as a highly creative person in a methodical job.

Along with physical symptoms of being disorganized, there is a silent cost that affects your profitability. Do you know how much disorganization costs your company each year? At \$25 per hour, 15 minutes a day costs you \$1,625 annually. Five employees at \$25 per hour who each lost 15 minutes a day would cost the company \$8,125. Ten employees at \$25 per hour costs \$16,250. What does 30 minutes a day cost you?

In an economy where companies need to run lean to stay competitive, it becomes imperative that you are organized.

When we talk about costs of disorganization, lack of productivity is not the only concern. Employees' health is another concern. When people feel stressed due to lack of organization, it also affects the bottom line.

If you have read the books and bought the tools, but your stacks of files reappear, you find yourself hunting for information, and you're tired of throwing away profit—it's time to hire a business process expert.

**Be rewarded with more free time and  
REAL accomplishments  
that help grow your business.**

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