

NEWS RELEASE

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Internationally-Celebrated Professional Organizer and Productivity Specialist Slated to Speak at Delaware Public Purchasing Association Conference

Statewide – Jocelyn Coverdale, the internationally-recognized organizing professional, business consultant, and motivational speaker, is engaged to address the Delaware Public Purchasing Association at the 2006 Region II Conference on October 26 and 27, 2006. The event, which will be held at the Sheraton Dover Hotel in Dover, Delaware, is open to the public.

The Delaware Public Purchasing Association's mission is to sponsor NIGP educational classes and assist those professionals seeking certification; provide programs and meetings that will help the membership in their daily responsibilities; and provide an opportunity for their members to receive recognition of outstanding performance in public procurement.

Also during the month of October, Coverdale will address two international audiences. Coverdale will present two of her professional development workshops -- “Creating an E-Toolkit” and “Getting Things Done: Personal Productivity Strategies for RIM Professionals”-- to the Professional Organizers in Canada (POC) National Conference and the ARMA International Conference and Expo.

On October 20th Coverdale will present “Creating an E-Toolkit” to the 2006 POC Canadian National Conference. “Creating an E-Toolkit” explores the best digital tools available to help clients effectively organize in this electronic age. The session surveys a variety of the digital tools, including search tools, electronic notebooks, task managers, personal project managers, and planning/thinking tools.

“This is an exciting workshop,” says Coverdale. “Through demonstrations applied to “real world” organizing scenarios, attendees will learn new ways to meet the organizing and personal productivity needs of tech savvy clients.”

Professional Organizers in Canada (POC) is the first, national incorporated association of professional organizers in the country. Founded in 1999, the group serves to provide a supportive environment for professional organizers, share ideas, and increase awareness of the field of professional organizing in Canada.

On October 23rd Coverdale will address the ARMA Conference & Expo in San Antonio, Texas. The conference educational program features key topics for Records and

Information Managers such as Coverdale's workshop "Getting Things Done: Personal Productivity Strategies for RIM Professionals."

"While RIM professionals busily handle everyone else's information, the barrage of "stuff" landing on their own desks can quickly overwhelm them," explains Coverdale. "Finding time to get it all done calls for organizing skills, productivity strategies, and professional tips on handling today's workload effectively."

Coverdale's workshop takes participants through a process "from the outside in" to organize the physical workspace and the workflow through it, improve time, task and project management, teach techniques for mental focus and clarity, and help overcome personal obstacles to productivity such as procrastination and chronic over-scheduling.

ARMA International is a not-for-profit professional association and the authority on managing records and information – paper and electronic. The association, established in 1955, has approximately 11,000 members in the United States, Canada, and over 30 other countries. Members include records managers, archivists, corporate librarians, imaging specialists, legal professionals, IT managers, consultants, and educators.

Jocelyn Coverdale is an IBM-certified technical trainer, an authorized consultant with Hemphill Productivity Institute, a time management specialist trained with Ontario-based Harold Taylor Time Consultants, Inc., a Paper Tiger authorized consultant, a technical representative for EasyReach search software, and an instructor in productivity tools such as ACT! contact management software, Outlook, and Lotus Notes.

In addition, Coverdale recently received a NSCGD certificate of study in Chronic Disorganization. Since 1994, Coverdale has partnered with such well-known names as PECO Energy, Campbell's Soup, CoreStates Bank, Hay Group Management Consultants, Wilmington Trust Company, and DAP Adhesives.

Coverdale's firm, Ballantrae Organizing Solutions, provides productivity training and business-class organizing consulting for clients throughout state, and throughout the country. Clients include entrepreneurs, professionals, non-profit organizations, and small businesses and corporations.

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