



Purge Your Paperwork, Increase Your Productivity and Get More Sh*t Done!

You've big plans, tons of great ideas, and high hopes BUT paperwork is holding you back.

It's everywhere - piled on the floor, on top of your desk, in bags, and in boxes all over the place.

You waste precious time fumbling around trying to find what you need to get things done.

It feels totally inefficient, not to mention unpleasant and frustrating.

Looking around your space, it feels heavy, cluttered, and chaotic, which does not help your productivity, efficiency, or focus.

Instead, you feel all over the place and unable to concentrate on important tasks.

Making time to deal with your paperwork once and for all eludes you.

Besides, new papers come in all the time – adding to the already heavy volume.

It's so much to deal with and you wonder how to even begin.

You try, by opening up a box, sorting through a pile, trying out a new organizing app, buying a fancy organizer, but your inadequate results are not enough to motivate you to keep going.

Whoever said going digital would reduce paperwork was wrong! Now you've got digital files *and* paper files to deal with!

Paperwork remains a constant source of disappointment, frustration, and guilt.

You know things *should* be different, but it's hard to find the time or energy to do it.

You know there has to be a better way.

There is a better, more efficient way to purge your paperwork so you can be more productive.

Imagine feeling focused, organized and confident every time you begin to work on a task.

You know exactly where to find what you are looking for, and no longer waste your valuable time searching for key items.

You're no longer frustrated by paper clutter.

You are clear about what goes where, can easily access what you need when you need it, and can switch tasks easily in order to manage your work well.

All your paperwork has a dedicated place to be, and it is easy for you to follow the system.

The should's are replaced by optimistic can do's, and you feel ready to do your best every day, no longer worrying about where to put, find or file the papers you need.

That heavy feeling is replaced with a lightness that allows more great ideas to enter, not to mention getting more sh*t done.

The system you now have makes it easy to focus with more intention, creativity, and confidence.

You trust you can stay on track, accomplish your work efficiently, and meet your goals.

Your productivity skyrockets and you feel great about the work you are doing.

So, if these sound familiar:

- You're frustrated by not being able to "just organize" your paperwork
- You're worried you'll *never* be able to make a lasting change
- Your messy paperwork feels like a heavy weight on your shoulders that may never lift
- Your productivity will continue to suffer, as will your ability to focus

I can help.

I'm Jessica and I work with ambitious creators, educators, entrepreneurs, and leaders who want to optimize their time, focus, and space in order to get more sh*t done.

Managing your paperwork is a key aspect in the process of getting sh*t done!

When paperwork is cluttering up your space and your mind, you feel all over the place, disorganized, and disappointed that you're not living up to the goals you've set for yourself.

I provide solutions that allow you to shift from feeling overwhelmed and frustrated by your paperwork, to feeling in control of it.

As a result of working with me to purge your paperwork, you'll:

- Identify how to manage the paperwork coming into your life in order to increase your productivity
- Understand what gets in your way and slows you down when it comes to sorting, filing and maintaining your paperwork so it's easier to focus on important tasks
- Eliminate paper clutter so you can work with more clarity, intention, and efficiency

- Implement simple systems to manage your paperwork so you don't waste precious time floundering
- Reduce paperwork paralysis and find effective ways to manage your paperwork so you can thrive.

Program Components (3)

1. Jump Start session (before we meet)

Before we meet, you'll send me a few "before" photos (or video) of the current state of your paperwork so I have a visual sense of your starting point.

I'll also send a short questionnaire to better understand your current challenges, opportunities, and goals for the future.

Having your photos and feedback before we meet allows us to jump right in and efficiently start developing your Paperwork Optimization Plan (POP) efficiently.

Even before our call, you'll be getting ready to take massive action in order to purge your paperwork.

2. Take Action session (90-minute phone/video session)

In our Take Action session, we start by reviewing the photos/video and answers you've shared and focus on how to bridge the gap between where you're at and where you want to go.

By discussing your unique situation in-depth, you'll see that it is absolutely possible to purge your paperwork in order to be more productive and get more sh*t done.

We'll discuss how best to break down your next steps into relevant, manageable, and clear actions, so that your Paperwork Optimization Plan (POP) is simple to implement, and you can see changes quickly.

It is possible to purge your paperwork in order to get more sh*t done!

Support materials

- Paperwork Optimization Plan (POP)

3. Clarity Session (30-minute follow-up session 2 weeks later)

In our Clarity Session, I'll ask you to share your "after" photos (or video) as we review your progress, discuss any challenges that came up, and clarify solutions to purging paperwork.

On our call, you'll be able to ask any clarifying questions, discuss how to maintain your Paperwork Optimization Plan, and consider what your next steps might be.

This session is all about sustaining the momentum you've built so you can reach your personal and professional goals with more efficiency, productivity, and ease.

There is a system to help move you from overwhelm to organized, and I can help you get there.

Purging your paperwork will absolutely increase your productivity and efficiency so that you can thrive.

Investment: \$100

Are you interested in working with me? Great! Here's how to get started.

Step 1. Make your payment on the online coaching page @ <https://kikacreative.com/coaching/>

Step 2. Within 24 hours of making your payment, you'll receive an email from me with your Jump Start session prep work and instructions for booking your session.

Step 3. Before we have our first session, I'd like to know a bit more about the current state of your paperwork and how you feel about it. Hit "reply" to that email, send your photos (or video) and answer the questions.

Step 4. Then we'll hold your Take Action session and get you started on purging your paperwork to increase productivity so you can get more sh*t done!

Have questions? Email me at jessica@kikacreative.com

TESTIMONIALS:

"I felt like my home was not conducive to my current life and was getting in the way of me moving forward. With her optimistic attitude, non-judgmental manner, and intuitive sense of design and aesthetics, Jessica helped me turn my space into one that feels authentic and inspiring which has had a huge impact on my creativity, efficiency and well-being. Jessica has a unique way of asking the right questions and reminding me of my original intentions when I got stuck. I highly recommend working with Jessica to transform your space."

~ Jennifer P, NLP Practitioner and Mindset Coach, Toronto

"As a creative professional who often works from home, I was looking for someone to help make my space more functional and inspiring. Jessica's keen sense of utilizing my small space to its full capacity helped me to let go of the items that were holding me back. Jessica's pragmatic yet compassionate approach helped me see a way forward, and I'm really excited to keep going."

~ Peter C, Executive Director, Legislator, New York

"Jessica's caring and workable approach was amazing. We worked through the mental blocks, physical limitations, and most of all, the judgment that comes with having so much stuff. I feel relieved, empowered and excited to carry on, and have been enjoying my home for the first time in a long time."

~ Emma L, Entrepreneur, Author, Ottawa

"Thanks to Jessica, she made a daunting project possible. I cancelled our appointment and then realized I couldn't do it alone and needed an objective 3rd party to get the job done. Any trepidation gave way to ease at tackling the tasks at hand. I am SO thankful for how Jessica took charge (the right amount) to facilitate a smooth process. What we accomplished in an afternoon would have taken me much longer!"

~ Adrienne G., Entrepreneur

"Jessica was a delight to work with - her lack of judgement and mounds of common sense helped make the process less daunting. The experience was liberating!"

~ Catherine O., Recently Retired School Administrator

"I find it increasingly difficult to work effectively, without distractions. In a very short period of time, Jessica helped me set new systems in place and now I feel more in control than I ever did before."

~ Peter D., Business Owner