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Anaheim Hills business helps companies get organized

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For as long as she can remember, Beth Florida has always been organized.

In fact, even growing up, she would methodically keep the simplest of things in order. Starting with her own personal items, then later keeping an organized household for her own family was something she enjoyed.

It was her interest in organization that led the Anaheim Hills businesswoman to parlay it into a successful business, which she has maintained for the past 20 years.

Florida offers various options that are workable and easy solutions to frustrating and inefficient office procedures.

Through her business, Get It Together, she begins with an overall assessment, sets forth an operational plan that provides a clear and precise way to save a business thousands of dollars in revenue and then works closely to help implement that plan.

"What I bring to the table is the ability to see differences in people, so that I can find what works best for each individual," she said. "It's not a 'one-size-fits-all' approach."

Part of her services include setting up systems within an office or home-based business, organizing filing systems to help rid the office of mounting paperwork and gaining the ability to have those files readily available when needed and the key to maintaining an organized office.

Florida recognizes it's not easy for many, and that it's a daunting task for most. She offers her services as a productivity coach via e-mail and telephone or in person, depending upon the needs of the business owner.

Her organizing teleclasses and workshops for businesses are aimed at providing the tools to get started, invaluable tips to help implement those tools and then ways to stay organized. Customized workshop presentations are also available to help an office with a particular organizational or business efficiency area.

Throughout her career, she has: worked with a multitude of industries, written company manuals, helped offices with cross-training, worked with individuals wanting to further their careers within their office or industry, and has assisted with personnel job descriptions that help identify the right person to fit the job.

A Certified Professional Organizer, Florida offers a free initial consultation. Her Web site, www.getbeth.com/AH.html, provides additional information and testimonials about her services and programs.