

## What is Office Management Consultation?

- ☆ Automate an Efficient & Well-Organized Set of Office Procedures
- ☆ Put an End to Hearing . . .  
    "We Have to Do it That Way . . . That is the Way the Computer Is Set-Up"
- ☆ Update and/or Verify Instead of Reentry
- ☆ Balance of Creativity, Flexibility & Innovation
- ☆ Accountability, Stability & Sound Management Practices
- ☆ Inefficiency of Your Computer System = Time to Address the Problem
- ☆ Computer Systems Supplement Work Process, Not Create Additional Work
- ☆ Halt Repetitively Filling Out Forms
- ☆ Filled-In Forms Directly from Your System
- ☆ Coordinate Office Procedures with Computer System
- ☆ Include Each & Every Detail, Automating as Much as Possible
- ☆ A Well-Run Office Is Only as Efficient as its Computer System