



MISE EN PLACE

A place for everything and everything in its place.

981 Rabbit Ear Pass | Victor, NY 14564

www.m-e-p.com

Ann Michael Henry
President & Founder

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Company DUNS Number
144297897

Company CAGE Code
6SKU3

Business Certifications
Small Business
Women Owned Small Business

NAICS Codes
611430 Professional and Management
Development Training

Federal Supply Classifications
U009 Education Services
U099 Other Education and Training
Services

"You are an efficient trainer and your material is remarkable. The tickler system has worked phenomenal for me; my desk is neater. I know where everything is and what assignments need to be completed. In short, it works! What a great feeling to be caught up!"

JG,
City of Rochester

WHAT WE DO

We improve productivity and organization in the workplace. Through the implementation of strategic skills and practices, we organize and prioritize your workload and create efficiencies in your work environment. The end result? Employees can effectively execute their goals and objectives and will have the clarity to focus on key revenue generating activities.

Organizational Areas:

- Workload Management
- Paper Management
- Email Management
- Electronic Information Management
- Time Management

Accreditations:

- Network for Productivity Excellence (founding member)
- Golden Circle Member of the National Association of Professional Organizers (NAPO)
- Certified Productive Environment Specialist (CPES)
- Certified GO System Trainer

Co-Author of:

- Focus Organization Productivity: Ideas for Improving Success in the Workplace
- Exploring Productivity: Ideas from Industry Professionals on Getting More Done in the Workplace
- Insights on Productivity: Ideas from Industry Professionals on Getting More Done in the Workplace

CLIENT TESTIMONIALS

"The help from Ann Michael Henry was invaluable. What she did for us was more than just clean out our files. She was able to successfully put us in control of our information instead of it controlling us. We are more productive and confident in the way we manage information today. A common filing system that accommodates our individual work styles and job responsibilities has had an incredible impact on our department. The key to the success of this program was that I could retrieve information when I needed to or when others requested it. Filing was not the problem; finding it was my headache. Therefore, I stopped filing and started piling and spreading. The great part about the solution Mise En Place gave us is that it didn't take long for it to become 'second skin.' I am now confident that when I file a document, I (or anyone in the department) will be able to quickly retrieve it."

Patty Spinelli (Retired)
Assistant Vice President of Human Resources
Rochester Institute of Technology

"Stress and frustration levels dropped as time was no longer being wasted looking for information. Prior to the implementation of this strategy, it was not uncommon to recall volumes of boxes in an attempt to locate necessary documents; today, they call back the box or boxes needed. Lastly, moving documents through their life cycle and maintaining records retention guidelines is a significantly smoother process, one that can be easily maintained and managed by administrative support staff allowing the tax professional the ability to focus on their area of expertise."

Margaret Regan
Director of Tax and Compliance
Bausch & Lomb

"I can't tell you how much this has helped. My office is now organized and neat. You should see the difference from when you saw it during our training. My supervisor has made nice comments as well as most people who stop in. I am getting tasks and projects done on time and prioritizing work as needed. This has made such a positive impact on my workflow. I am way less stressed and happier as well! Seriously. Not kidding. It's great. Thank you so much for presenting the GO SYSTEM!"

TB
Administrative Assistant
Strong Memorial Hospital

References

Bausch & Lomb
www.bausch.com
Margaret (Meg) Regan, Director,
Tax Process and Compliance
585.338.6452

University of Rochester/
Strong Memorial Hospital
www.rochester.edu
Joanne Dermady, Director, Employee
Assistance Program
585.475.9807

John Knox Village
www.johnknoxvillage.com
Gerald Stryker, Chief Operating Officer
954.783.4000

Customer Portfolio

ARC of Monroe County
Boston University
City of Rochester
Conserve
Dartmouth University
Dartmouth-Hitchcock Medical Center
Harvard Medical School
Harvard University
Hilbert College
Klein Steel
Massachusetts Eye & Ear Infirmary
Memorial Art Gallery
Partners Healthcare
Rochester Business Alliance
St. John's Meadow



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