



Officiency, Inc. Launches Product Line of Reports to Improve Workplace Efficiency and Productivity

(December 28, 2009, Boulder, CO) [Officiency, Inc.](#) launched today a new product line of reports that focuses on topics that will improve workplace efficiency and productivity. The reports are available for download at <http://www.officiency.com/downloads.html> .

The following are the list of current reports available for purchase at <http://www.officiency.com/downloads.html>;

- [Become an Effective Email Manager](#)
- [Using Time Management Tools Effectively](#)
- [Getting Tasks Done](#)

There are also free reports available. One entitled, [How to Organize Your Computer Documents](#) and also two reports available that are online chapters of K.J. McCorry's book, [Organize Your Work Day In No Time](#), called Staying Organized on the Road and Managing the Data Daily Deluge.

In 2010, new reports will be developed including titles such as; *Becoming the Paperless Office, Achieving Work/ Life Balance and Having Successful Meetings.*

[Officiency, Inc.](#) is a professional organizing company based in Boulder, Colorado since 1996. We help to increase productivity and efficiency in businesses and professional offices nationwide.

#####