



## **Request to Purchase Organize 365 Workbox Products and Services**

I would like to invest in my professional development with the Organize 365 line of work-related productivity solutions.

The Business Friday Workbox® is a comprehensive organizational solution with everything you need to physically organize your papers and to learn all the skills of being proactive and productive in your work. It is a physical product that stores ideas and assignments to keep your desk free of paper. It also includes online lessons that teach the skill of organizing and a weekly 90 minute accountability coworking time with Organize 365® team members to guide my implementation and new productive work habits.

The Business Friday Workbox® externalizes many of the executive functions and decision-making tasks that cause mental overwhelm and zap productivity. The Business Friday Workbox® acts as an external brain ensuring that time is spent proactively engaged with your work, rather than reacting to the latest crisis.

Organize 365® also provides additional productivity tools in the form of a quarterly business planner and 4-hour live planning day with productivity specialist Lisa Woodruff. This planner and group coaching opportunity is intended to provide motivation, direction, and the time necessary to plan my work for the next quarter in business.

I am requesting your approval to purchase the following products, as I am confident that it will help develop my skills and become more productive in my role.

Investment:

- Business Friday Workbox: \$497
- Friday Workbox Planning Day: \$250 (includes Friday Workbox Business Goal Planner)

Thank you for considering this request.

Signed \_\_\_\_\_

Date \_\_\_\_\_