

“Organize for Life”

What is it?

A presentation entitled, “Learning skills to Organize Your Space, Your Time, and Your Life”

Why is it important?

According to *Newsweek*, on average a person spends 55 minutes a day looking for keys, papers, files, bills, etc.... If you are organized and can find things twice as fast, it means you gain an extra day per month – a week per year! What could *you* do with an extra week?

What will you learn?

This short seminar will help you understand three key principles:

- *What* it means to be organized
- *Why* you would want to get organized
- *How* to start the organizing process

Whether it's paper, junk mail, time management or other problems in your home or office, you'll learn new skills to motivate you and help you solve the problem areas permanently. Being organized affects all aspects of your life and the benefits will continue as you use these skills over and over again allowing you to live a guilt-free, more meaningful life.

Who should attend?

Everyone interested in learning new skills that they can immediately apply to their lives.

Who are we?

Clearly Organized specializes in teaching people organizing skills for life. The Founder, Lorena Prime, left the corporate world after 17 years to focus on her love of efficiency. She has helped many business people streamline their tasks and their lives by teaching life-long skills through seminars, presentations, and one-to-one consulting sessions.