

Disorganized? Deadlines out of reach? Not accomplishing what you desire?

Quite likely, these frustrations revolve around issues of organization - time, space, and storage. It's time you called in an expert to help you! Using our S.I.M.P.L.E. methodology, we customize solutions to increase the efficiency of your office and your employees. We give you tools to

- **Set up systems for handling influx of paperwork**
- **Work with other people who are not organized**
- **Increase your efficiency throughout the day**
- **Manage the piles of papers on your desk**
- **Create order out of computer file chaos**
- **Put organizing routines on autopilot**
- **Manage multiple priorities**
- **Plan ahead, creatively!**
- **Handle interruptions**



S.I.M.P.L.E. puts your plan in motion.

DATE: August 4, 2009

TIME: 9:00am - Noon

LOCATION: KDSA Consulting, 1600 Osgood St., Bldg 20, North Andover

PRICE: \$60 (includes materials and continental breakfast)

REGISTER: www.ClearlyOrganizedLife.com/register

For any questions, contact Lorena Prime at 617-633-2199 or email Lprime@clearlyorganizedlife.com or Susan Walko at 978-376-9606 or email organizer@organiz-er.com.

For this seminar, your productivity consultants are

Susan Walko, founder of Organiz-ER, has pursued a life-long study for her passion, time utilization. For fifteen years, Susan has been showing people how to use traditional time management tools in a way that enhances their humanity. She uses her talents to help others arrange their lives so they can find more time and energy to do the things they want to do.

Lorena Prime, founder of Clearly Organized, specializes in teaching productivity skills for life. She has 17 years of business experience in Fortune 500 companies and has helped many business people achieve their goals through seminars, presentations, and one-to-one consulting.