

For all business owners and consultants: 20 Ways to Polish Your Business Skills

Would you like to

- ✓ Increase your sales and the number of referrals you receive?
- ✓ Have an edge over your competition?
- ✓ Have potential clients remember you and return your calls?
- ✓ Become the go-to person in your industry?
- ✓ Sparkle at presenting yourself and your business?



Learn what it takes to become a polished business professional so **you will stand out and get noticed**. You have skills and expertise in your chosen field, but ***are you as savvy and as polished as you need to be?***

Whether you are just starting out or are a veteran, you'll learn tips, techniques and business behaviors to create a solid foundation that will enhance all aspects of your business!

During our *Polishing Your Business Skills* seminar, you will...

- Learn how to create a solid business foundation so you can grow sales and get referrals
- Discover how to increase your credibility
- Learn how social media, such as Twitter, Facebook, LinkedIn, Constant Contact, and blogging can be used for marketing
- Develop effective networking skills to maximize potential referrals
- Learn appropriate body language to make your customer feel at ease
- Understand savvy business wardrobe choices and learn style tips to look and feel great
- And much more!

Invest in yourself so your business will prosper. Register below now (as space is limited).

Cost: \$199 for this 2 day 4-hours/day hands-on intensive workshop
Dates: June 13 and 20, 2009 (Saturdays)
Time: 10:00am - 2:30pm
Location: 594 Marrett Rd. (Route #2A), Suite #20, Lexington, MA 02421
About one quarter mile from exit 30A of Route 95/128 - FREE parking
Contact: Lorena Prime, 617-633-2199, Lprime@clearlyorganizedlife.com
Or see www.ClearlyOrganizedLife.com for more details.

A \$50 deposit is required by 6/8/09 to save your seat on Saturday June 13th and 20th. Payment may be made by check or PayPal (Lorena Prime). Remainder of payment (\$149) is due by 6/13/09.

Please detach the bottom portion of this form and send along with your check payable to
Clearly Organized • ATTN: Lorena Prime • PO Box 35145 • Boston, MA 02135

NAME: _____

ADDRESS: _____ PHONE: _____

EMAIL: _____