

## What exactly is '7 Painless Tips To Get & Stay Organized – Forever!' audio course?

You will receive 7 separate audios that are approximately 2½ minutes in length each. They are specifically designed to be short in duration so that it's easy for you to make time to listen to them – get inspired, and then get on with your busy day.

They will arrive in your email inbox every other day. Each audio tip builds on the next and the next, completing a simple system that ensures organizing success.

You'll get tips on how to

- 🌀 clear clutter
- 🌀 set up a working file system
- 🌀 get your important work done
- 🌀 control your email ... and more

All easy to do and, of course, painless!

You'll also receive ongoing **smartoffice!** tips every other week.

What is **smartoffice!** ?

It's one element in an entire system designed to help you achieve greater results for your hard work.

Just by reading these tips, you will eliminate the 'out of sight is out of mind' challenge associated with every other program you may have employed. You have the opportunity to change your habits bit by bit, incrementally improving your performance each time you take the designated action. I'll be there with you along this journey – there's no need to feel like you have to do it all ... alone.

**smartoffice!** is simple.

It works and it provides you with practical tools for organizing success.

Smarter choices lead to smarter actions

Smarter actions lead to greater success

Take smarter actions more consistently