

- Did you spend more than 5 minutes looking for something today?
- Is your desk covered with clutter?
- Are there piles of papers, files and 'important' projects sitting on the floor?
- Have you ever lost the stapler, tape, paperclips or your favorite pen in the mess?
- Are your files overflowing?
- Would you like to get some control on your electronic inbox?
- Are you feeling overwhelmed with all the interruptions all day long?
- Are these costing you time and frustration?

If you've answered 'yes' to any of these questions, then let me help you get these under control. Please join me in the following presentation ...

smartoffice!

Stacks, Piles, Emails & Files – a workshop designed to help you clean up your office and keep track of where you put it all.

Here is a sneak peek into the **Stacks, Piles, Emails & Files** workshop ...

- Easily set up a filing system to manage all of your papers
- Stay on top of time sensitive documents and projects
- Finally clear off that desk top
- Get the email under control
- The true cost of interruptions and how to reduce them

This workshop is packed with practical tips and plenty of interactive opportunities.

There truly is a simpler, easier, better way to work. Don't miss this opportunity to get your office back in shape.