



Can't think past all the clutter?

Organizing Your Office for Greater Productivity and Efficiency

If you don't remember what the top of your desk looks like, and you can't find what you need when you need it, then this fun and interactive seminar is for you! We'll demystify the organizing process and start you on your journey to a more productive workspace

ATTEND OUR 3-PART INTERACTIVE SEMINAR THAT COVERS:

- Assessing
- Exploring Organizing Tools
- Solving and Action Planning

YOU WILL:

- ◆ Learn the overall benefits of getting, and staying, organized
- ◆ Identify the steps in the organizing process
- ◆ Answer key questions to assess your needs
- ◆ Examine internal and external causes of organizing problems
- ◆ Understand how learning styles affect organizing solutions
- ◆ Explore solutions to common organizing challenges
- ◆ Start an individualized action plan

Wednesday, February 27, 2008

9:00 a.m. — 12:00 p.m.

8:30 Registration, Includes Continental Breakfast

Fee: \$45 / \$40 if two or more attend together

Saint Vincent College, Placid Hall

Presenting this program is **Jody Adams**, professional organizer and owner of *In Its Place*.

TO REGISTER FOR "Organizing Office" 2-27-08

Call Saint Vincent College SBDC/CGC at 724-537-4572. Fax form to 724-537-0919 with payment information or

Mail attached form with payment to: Saint Vincent College SBDC, Educational Programs, 300 Fraser Purchase Road, Latrobe PA 15650

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Where did you hear about this program? _____

Included with your registration fee is a one-year subscription (12 issues) to *Inc. Magazine*, valued at \$10.

To activate your subscription, complete and mail subscription card included in your seminar packet.

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