

ORGANIZING YOUR OFFICE: HOME, WORK, & SMALL BUSINESS

BY EVE ABBOTT

Enough talk of simplifying your life and work. The question is—how to do it?

The average US executive wastes 6 weeks a year just shuffling through their paper piles! Got better things to do with your time? Tune up your home and small business office systems. Save time, save money, and reduce your stress. Learn dozens of proven tips in an extensive demonstration of office organizing techniques and tools, from filing systems to e-mail.

- Spend less time on your office, and more time with your clients.
- Set up home, work & small business office systems (in-box to archiving).
- Tune up your office with the exclusive personal productivity tips book.

“Great tips and hints on organizing my home and home office that I will begin using immediately to get my business plan going.”

Bruce Oliver

“Good class—I especially like the effective display table and office design applications. I’m already doing some things right and now I know a lot more!”

Sue Ann Roy

ABOUT EVE ABBOTT, ORGANIZER EXTRAORDINAIRE



**AUTHOR, SPEAKER
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Since 1988, Eve Abbott has developed productivity systems for managers and business owners so their teams can work 25% more effectively. Her Performance Tune-Ups are hands-on consultations.

Ms. Abbott is the author of *How to Do Space Age Work with a Stone Age Brain* (2006). She has degrees in Sociology and Psychology from the University of California and holds a Lifetime Adult Teaching Credential.

The Organizer Extraordinaire is a popular guest on TV and Radio and appears in *New York Times*, *Home Office Computing* and *Working Women* articles. Her small business clients range from Lotus Construction to Wordspring Consulting, among countless professionals.