

ORGANIZING YOUR OFFICE IN THE INFORMATION AGE

Enough talk of working smarter instead of harder. The question is—how to do it?

The average US executive wastes 6 weeks a year just shuffling through their paper piles and computer files. Got better things to do with your time? Join us to tune up your workplace office systems. Save time and increase your personal profit margin, while reducing your stress. Learn dozens of proven tips in an extensive demonstration of office organizing techniques and tools, from paper file systems to e-mail. Walk away with enough tips to save an hour a day – *guaranteed*.

- Spend less time on your office, and more time with your clients.
- Set up paper and computing systems from in-box to archiving.
- Tune up your office with the exclusive personal productivity tips.

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

Sue Ann Roy, Vice President

ABOUT EVE ABBOTT, ORGANIZER EXTRAORDINAIRE



**AUTHOR, SPEAKER &
PEOPLE PRODUCTIVITY
EXPERT**

Since 1988, Eve Abbott has pioneered productivity systems for executives, managers and small business owners so their teams can work 25% more effectively while reducing everyone’s stress through her programs and 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* magazine. Her clients range from Hewlett Packard to Lotus Construction and Alameda County, as well as countless professionals.