

# GETTING ORGANIZED TO BE MORE PRODUCTIVE

*How can you possibly get it all done while your in-basket keeps getting higher?*

You can excel at work with less stress when you use these best-practice tips on paper, e-mail and information overload. See a lively demonstration of top secrets in paper management, coding your e-mail to turn your inbox into a to-do list, and more!

- Use these top tips on paper, e-mail, & information management.
- Learn while you laugh with the Personal Productivity Pop Quiz.
- Give your home and work office a Personal Performance Tune-Up!

"Very helpful! Several excellent ideas to help me work more effectively."  
Susan Hogeland, California Academy for Family Physicians



**AUTHOR, SPEAKER  
& CONSULTANT**

## **ABOUT EVE ABBOTT, THE ORGANIZER EXTRAORDINAIRE**

Since 1988, Eve Abbott has developed productivity systems for executives, managers and business owners so their teams can work at least 25% more effectively while reducing everyone's stress. Her Performance Tune-Ups combine workshops and hands-on individual consultations.

Ms. Abbott is the author of, *How to Do Space Age Work with a Stone Age Brain* (2005). 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. Clients range from Hewlett Packard to Lotus Construction and Alameda County as well as countless professionals.