

ORGANIZING YOUR REAL ESTATE OFFICE FOR SUCCESS[®]

BY EVE ABBOTT

Remember when computers were going to create the paperless office?

New skills are required to become (and stay) successful in today's real estate market. Eve shows scores of practical tips in an extensive demonstration of organizing techniques and tools: from paper management to e-mail overload. Brokers and Agents leave with custom file kits for improving their work systems.

- Ø Learn dozens of practical tips in an extensive demonstration of organizing techniques and tools.
- Ø Set up Real Estate information systems from in-box to archiving.
- Ø Tune-up paper and computer systems with the customized R.E. productivity tips book.

“One of the best practical applications we've had in my 8 years of Prudential RE Conferences.”
Bonnie Mott, Prudential

“Can't tell you how much I value your seminar on getting my paperwork organized. It was the shot in the arm I needed to jumpstart my new business plan. Thanks again.”
Lauren Cremascoli, One Source Realty

ABOUT EVE ABBOTT, THE ORGANIZER EXTRAORDINAIRE



**AUTHOR, SPEAKER
& CONSULTANT**

Since 1988, Eve Abbott has developed productivity systems for managers and entrepreneurs so their teams can work at least 25% more effectively. Her Performance Tune-Ups combine training and hands-on consultations.

Ms. Abbott is the author of *How to Do Space Age Work with a Stone Age Brain* (2003). 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. She has spoken at the Prudential Real Estate conference and the Master Piece Marketing Real Estate Tour.