

ORGANIZING YOUR OFFICE: SAVE AN HOUR A DAY

When are computers going to create the paperless office?

U.S. executives still waste 6 weeks each year shuffling through their paper piles! Got better things to do with your time? Eve shows scores of practical tips covering paper management techniques and tools. You'll leave with a blueprint for improving your office systems *and enough proven tips to save an hour a day.*

Join us for a personal performance tune-up so you can:

- Master the secret to victory over all that paper.
- Set up better paper management systems from inbox to archives.
- Use Eve's personal productivity tips article to tune-up your office.

Dynamic and informative. Really opened my eyes to better ways of retaining important information and eliminating clutter. – Diana Britting, Dutra Group



ABOUT EVE ABBOTT, AUTHOR, SPEAKER & CONSULTANT

Since 1988, Eve Abbott has developed productivity systems for executives, managers and business owners so their teams can work at least 25% more effectively through her programs and hands-on 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 Woman articles. Clients range from Hewlett Packard to S.C. Johnson & Son, Inc. and Alameda County as well as countless business owners.