

# ORGANIZING YOUR OFFICE: SAVE AN HOUR A DAY

*Want to move twelve percent of your employees' time out of the 'trash can' and put it back into your profit margin where it belongs?*

According to The New York Times, U.S. executives still waste *6 weeks each year* shuffling through paper piles! Got better things for your employees to do with their time? In this lively program, Eve Abbott, the Organizer Extraordinaire, shares enough practical paper management techniques and tools for your staff *to save an hour a day -- everyday!*

## Join the Organizer Extraordinaire for a Personal Performance Tune Up:

- Use new brain-based productivity tips to guarantee better results: streamline your paper management systems from inbox to archives.
- Master proven paper tips that will *save you an hour a day*: so you can invest more time in keeping your customers (and boss!) happy.
- Discover the secrets to victory over your paper piles: so you can concentrate on getting your best work done instead of excavating your desk (again!).

Ms. Abbott's clients range from S. C. Johnson & Son, Inc. to Hewlett Packard and include Nixon Peabody, LLP and Bank of America as well as countless professionals.

"Dynamic and informative! Really opened my eyes to better ways of retaining important information and eliminating clutter."  
**Diana Britting, Vice President, Dutra Group**

**Contact us when you are ready for each person on your staff to put 20 hours more each month into their jobs: without you spending more on technology or them working longer days!**



## About Eve Abbott, Author, Speaker & Consultant

Since 1988, Eve Abbott, the Organizer Extraordinaire, has been the only consultant developing unique brain-based productivity systems for executives, managers and business owners so their teams can work at least 25% more effectively through her lively programs and hands-on consultations.

Ms. Abbott is the author of, *How to Do Space Age Work with a Stone Age Brain*<sup>™</sup> (2005). Eve took her degree 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 Home Office Computing and Working Women magazines, and The New York Times.