



Do you find.....

- yourself spending too much time looking for lost items?
- you have piles of paper all over the place?
- yourself feeling overwhelmed?
- yourself wishing you had more time?
- you wish you had someone to help you organize your life?

If you have answered “yes” to even one of these questions....then please allow us to help you get to the.....Heart of the Matter™!

Everything Needs a Home (60 minute workshop)

Topics include:

- What is a “Hot Spot” and how do we take control of them?
- A workable solution for day to day paper management - The Hotfile™
- The HEART™ concept of organizing
- Tricks of the Trade from Professional Organizers Donna & Rhonda

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