



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!**

Here is a “Sneak Peek” into our 3 hour **Organizing Basics** Workshop.....

- **H** **Heart of the Matter** - Getting to the Heart of the Matter.....is definitely a matter of the heart.
- **E** **Everything Needs a Home** - the HEART concept of organizing.
  - identifying your hot spots
- **A** **Action Plan** - paper management
  - organizing in zones
- **R** **Roadblocks** - attitudes for success
  - reasons for disorganization
- **T** **Time Savers** - work smarter, not harder
  - what's important? what's urgent?

***This workshop is packed with practical tips and plenty of interactive opportunities!!***

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