



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!

Power Over Paper!
(45 - 90 minute workshop)

Topics include:

- *Hot Spots*
- *Managing your short paper, temporary paper*
- *The Hotfile™*
- *If you don't keep up it will heap up!!! - Turning your piles of paper into a filing system*

Heart of the Matter - Donna Schmidt & Rhonda Erb - 1-866-214-6004 - www.heartofthematter.ca