



GET ORGANIZED! HALF DAY WORKSHOP

I've often said that running a home is the same as managing a business except that you can't quit, be fired or change jobs. Everything depends on you! Join us for this half day workshop. Learn to do your job in total control with optimum efficiency and less clutter. Our workshop outline will cover:

- Controlling paper & clutter
- Handling incoming items
- Managing home projects
- Prioritization
- Filing systems
- ESCAPE method of organization



To Enroll

Call: Malaine DeFrancisco at 682.6035
On-line: www.completelyorganized.com
E-mail: info@completelyorganized.com
Fax: 315.282.2800
Mail: PO Box 622, Manlius, NY 13104
Cost: \$89 per person
 \$79 per person if you bring a friend

Snacks and beverages will be served.

Choose the workshop
that is best for you

Date: Wednesday, March 11, 2009
 Time: 9:30 a.m. to 1:00 p.m.
 Location: Fayetteville Free Library
 300 Orchard St., Fayetteville, NY

-OR-

Date: Wednesday, March 18, 2009
 Time: 6:00 p.m. to 9:30 p.m.
 Location: 159 Dwight Park Circle
 Syracuse, NY 13209

Participant Information

Name: _____
 Phone: _____
 E-Mail: _____

Payment Method

Check payable to Completely Organized, Inc. Visa MasterCard AmEx Discover

Name: _____
 Billing Address: _____
 City: _____ State: _____ Zip: _____
 Card No: _____
 Security Code (4 digit code on front of Amex or 3 digit code on back of others): _____ Exp. Date: _____
 Signature: _____