



Mary Pankiewicz
Organizing Expert

clutter-free & organized

Get Organized for Greater Success Seminar

- Is disorganization in your office costing you money?
- Are you and your employees working longer hours?
- Are stacks of paper making it a struggle for people to work efficiently?

The **Get Organized for Greater Success** seminar teaches organizing solutions for your desk and office. It addresses the stacks that grow in your office and how to prevent them, making your business more productive and bringing higher profit. The additional coaching available can make the transformation happen *that day!*

Organizing principles learned will apply to:

Desk	Office	Mail
Computer	Filing	Reading
Time efficiency	Procrastination	Planning

Participants will learn:

- How to organize their office
- Systems to handle the huge influx of information overload
- Practical filing tips you can immediately use
- Quick ways to get out from under all those stacks of paper and stay organized
- Proven Procrastination Preventers
- Desk-rescue tips to increase focus and the feeling of control
- Ways to save five hours per week

Book Mary for your event; call toll-free (888) 835-6335

As an organizing expert, Mary Pankiewicz has been featured in the *Wall Street Journal*, *Woman's Day*, HGTV, NBC, Women Today Expo, and numerous other magazines and newspapers in the United States.

In 2004 Mary became one of only 10 Certified Professional Organizers in the United States in the field of Chronic Disorganization.

The response was so good we had to move the seminar to a larger facility, so we appreciate your flexibility. Yours was truly one of the best seminars we have ever had. – Darryl L. Brady, Executive Vice President, Jefferson City, TN, Chamber of Commerce

Mary's program was well received . . . follow-up indicated many of her suggestions and ideas have been incorporated into our day-to-day work. – Bob Polk, Director, Public Assembly Facilities, City of Knoxville

I feel I can now take control of my space. – Threasa Jones

There has been more excitement over your programs than many we've done at ETSU. -- Terry Means, Director Continued Education Program



To become clutter-free & organized, call Mary today!