

Start off 2009 on the right foot...

ORGANIZED. EFFICIENT. PRODUCTIVE. EFFECTIVE.
A one-of-a-kind seminar that ensures bigger and better results in your business and



Tired of operating in disorganization?



Enjoy the results of simple systems!

Learn the **SECRETS** of hugely successful professionals:

- ⇒ **Manage your tasks** effectively, so nothing can fall through the cracks
- ⇒ Maintain an **organized office** and actually see your desktop
- ⇒ **Maximize your time** so you accomplish all you set out to do in the short and long-term
- ⇒ **Prioritize** intelligently so you're always completing the most vital tasks
- ⇒ Overcome **procrastination** and say adios to stressful moments of waiting until the last minute
- ⇒ Learn the best ways to deal with all that **never-ending email**
- ⇒ Know immediately, what to keep, for how long, and **what to throw away**
- ⇒ **Find paperwork** instantly with an organized **file system**
- ⇒ Avoid the hidden dangers of **multi-tasking**
- ⇒ Conquer those **distracting ADD** tendencies and learn to **focus**
- ⇒ Get more done, in less time with **streamlined systems**

If you could be 10% more effective, what would that do to your bottom line?

WHEN: Jan. 20th, 2009 from 6-8pm

WHERE: Radisson Hotel
427 N. 44th Street
Phoenix, AZ 85008

HOW MUCH: Register *before* Jan. 1st..\$59
after Jan. 1st..\$79

**At the end of the session, if you don't leave with tools you can immediately implement to improve your organization and time management skills, we'll refund your money!*

"I charge \$3000 an hour so my time is extremely valuable, and Jennifer is the best person I know to help me get organized. Although I'm a creative entrepreneur and I get a lot of stuff done, I'm like a train wreck when it comes to paperwork-it just bogs me down...Jennifer has an incredible insight into the entrepreneurial mind and she knows how to get people focused, structured and create clarity. Bottom line is not only will she help you get organized but she will teach you all kinds of insights that apply to managing your time, your priorities and improving your capabilities."

-Joe Polish, President, Piranha Marketing

**GET ORGANIZED. GET EFFICIENT.
GET PRODUCTIVE. GET EFFECTIVE.**

Yes, I am ready to take control and make a powerful change in the way I'm operating!

**Organizing & Time Management Solutions for Busy Professionals
January 20, 2009 • 6-8pm • Radisson on 44th St.**

I can't wait to learn the most effective ways for handling the following:

- Keeping a Clear Desktop
- Maximizing and Managing Time
- Prioritization when it's All Important
- Increasing Focus and Energy in my Day
- Mastering Task Management
- Overcoming Procrastination
- Filing Solutions that are Simple to Maintain
- Hidden Dangers of Multi-Tasking
- Streamlining my Workflow with Systems
- Managing Interruptions and Distractions
- Controlling and Organizing all that Email

Yes, Jennifer, I'm ready, sign me up! Pre-January 1st, 2009: \$59
After January 1st, 2009: \$79

My name is: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Phone: (_____) _____

Fax: (_____) _____

___ Visa ___ MC ___ Discover ___ Amex

Credit Card Number _____

Signature _____

Your security is very important to us! Please SCAN or FAX your order form to the information below

Cancellation policy: 48-hours required notice via email, to receive a refund, if unable to attend.
No refunds will be given to no-shows, and besides, that'd be silly because you won't want to miss this!

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