



Workshop: More Time, Less Paper

Saturday, January 24th, 2009: 10 a.m. – 1:00 p.m.

Presented by Pam Holland of Mindful Decluttering and Organizing

***Are you disorganized because you don't have time?
Or are you short on time because you are disorganized?***

Whatever your answer, this workshop will help you!

In this workshop, you will:

- Discover how to make time your friend
- Explore your unique habits, patterns & rhythms
- Choose effective, personalized time tools
- Recognize how to be productive with future planning
- Choose from proven time management techniques
- Learn simple systems to manage paper flow
- Receive guidelines for retaining important papers
- Develop personal criteria for making paper decisions
- Discover effective systems for paper maintenance
- Identify "a first action step" for your personal time & paper plan

Plus: you will receive comprehensive written resources

Cost: \$45 at the door or save by pre-registering or coming with friends

Two ways to save! Pay only \$40

1) Pre-registration – register and pay by Monday, January 19th 2009

2) Bring your Buddies! – Two or more attend for only \$40 each. Pre-registration requested.

Three ways to register: **1)** Complete registration form on the back of this flyer & mail with check made out to Pam Holland to 7202 Trescott Avenue, Takoma Park, MD 20912 **2)** register on-line at www.clutterfreenow.net. **3)** Call to register.

If registering with friends: **each should complete a registration form or register on-line.**

Questions? Contact Pam at 301-270-0969 or clutterfreenow@rcn.com

Location: Takoma Park Presbyterian Church: 310 Tulip Avenue, Takoma Park, MD 20912
Walking distance from the Takoma-D.C. Metro Station