



Host a **Productivity Seminar** and Get On the Fast Track to Save Time and Money

If you're serious about saving money, then one of your best strategies is getting organized.

Seminar topics include:

Fundamentals of Time Management: Tackle The "No Time" Trap

We constantly say "there isn't enough time in the day." The key is self-management. What habits get in the way of your effectiveness? Do you lose focus with constant interruptions? This seminar includes powerful and practical tactics to help improve three major roadblocks to productivity that cause disorganization and negatively impact your time. Attendees leave with tangible information they can implement immediately that will improve focus and productivity.



Fundamentals of Email Management: Manage Email Overload

Email is the greatest single interruption of the modern world, and it's taking over our workday. Email is a powerful tool, but it's imperative we learn to use it effectively. In this seminar, attendees learn the three major causes of email overload, and how to solve them. We teach you how to reduce the number of emails you receive, how to compose more effective email, and how to find and file the email you need.



Fundamentals of Paper Management: From Piles To Productivity

Let's face it: the paperless office is still a myth. This is the seminar for anyone who is drowning in paper clutter and can barely find their desktop. How can you expect to work with paper covering your desk? In this seminar, attendees learn how to sort and evaluate their paper, create a home for their paper and learn to let go of their paper.



Program Options Include:

Lunch & Learns • Half-Day Workshop • Full-Day Workshop

TAKE IMMEDIATE ACTION!

Contact Christa Wagner to schedule your **Productivity Seminar**.
Book by December 31st and we'll include lunch.

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