



“I Know It’s Here Somewhere!” – How to Turn Paper Piles into Smiles

Are you overwhelmed with the amount of paper in your life? Does today’s mail get stacked on top of yesterday’s pile? Do you look at your countertops and desk and wonder who created that mess?

Learn how to tame all types of paper. In this presentation, you’ll get tips to set up a filing system where you can find *anything!* This program can be tailored for the home or business setting.

In this interactive presentation, participants will learn how to create dramatic changes in the following areas:

1. Handling incoming paper

Learn how to do something purposeful with each piece of paper you touch, rather than just putting it “here for now.”

2. Setting up a filing system

Distinguish between the 3 types of filing systems, and learn how to create a system you can trust – so you can quickly retrieve something once it’s filed!

3. Cleaning up the piles

Discover how to conquer the piles of backlog. Learn how long you really need to save business and tax papers.

4. Special types of paper

Discuss how to organize medical paperwork, kids’ schoolwork, or other categories of paper specific to your needs.

5. Keeping surfaces clear

We haven’t invented a way for papers file or toss themselves, but using our proven systems, you can vanquish those piles for good!

The Bottom Line Upon completion of this program, attendees will know how to efficiently handle each piece of paper that comes into their life and create systems to prevent things from slipping through the cracks. This program includes a comprehensive handout for each attendee that will provide lasting guidance on the techniques covered in the presentation. In addition, the program can be enhanced to include customized, hands-on sessions with individual attendees.

Length: 1 – 2 hours

Ready to turn those piles into smiles? Contact us now!

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