



Put Your Workspace On A Diet

Stop Muttering - Start Decluttering!

Does the
pace of your
workplace leave
no time
for getting
organized?

Are you "losing"
important
documents that
you know are
some where?

**IS CLUTTER
COSTING
YOU TIME,
MONEY
AND ENERGY?**

First Things First:
Managing Details

Avoiding the
Email Avalanche

Moving From
Piles to Files

Creating Systems
to Stay in Control

Dig Your Team Out From Under the "Paper Blizzard" ^{even} and Get [^]More Productive!

In this hands-on workshop, you will get-to-work
decluttering your office today!



A master trainer and sought-after keynote speaker, Carol Ann Fried is passionate and committed to creating safe and playful learning environments. While she is best known for helping people discover their JoySpot™, among her strengths is creating order out of chaos and putting first things first.

Contact

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- Also available one-on-one

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