



**National Association of Women in Construction
Cleveland Chapter #156**

Organizational Workshop

- Are you tired of searching for missing items ?
- Are you ever late for work because you can't find your car keys, purse, important papers ?
- Are your closets and cupboards overflowing ?
- Are you tired of the clutter ?
- Are you embarrassed to have friends over?

Maybe it's time to call a **PROFESSIONAL ORGANIZER!**

In this workshop, you will learn how being organized can save you time and money and reduce your stress. In business or your home, a Professional Organizer can do more for you than you ever imagined.

Some topics to be covered:

- Why Organize?**
- What Does a Professional Organizer Do?**
- Different Types of Disorganization**

Business

- What does disorganization cost you ?
- How to organize your desk.

- How to organize your space?
- How to organize your schedule?

Home

- What does disorganization cost you ?
- Basic Organizing tips.

- How to organize each room?
- What can you do in 20 minutes?

Time Management

- What does disorganization cost you ?
- How to organize your life.
- Can you have it all ?

- Whose schedule is it ?
- Setting goals and prioritizing.



Thursday, May 27

5:30 to 7 pm

Construction Employers Association

950 Keynote Circle, Suite 10

Cleveland, OH 44131

Reserve your space by contacting Toni Walker(twalker@ceacisp.org) to make your reservation.
Deadline to respond is Friday, May 21.