

smarttime!

When you're better organized ...

- ☉ You have more time
- ☉ You are more productive
- ☉ You feel more in control



create time...make space

Time spent searching ...

Searching for information you need, can consume up to 24% of your day!!

If a quarter of your day is spent searching for information – consider the value of an effective filing system that supports you in your daily tasks as opposed to the 'big black hole' that most people use their filing drawer for.

Quit wasting valuable time searching. Spend a bit of the 24% of your day cleaning up and setting up a great filing system. It's easier than you think.

What will you do with all that extra time saved in your day?

Now, get on with your day!

*Source: IDC, 2004 Study

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Helping busy professionals get more done in less time.

Georgina Forrest, your Organizing Expert, helps busy professionals clean up their offices and shows them how to work smarter – not harder. Be sure to sign up for her Organizing Quick Tips and get a free report: 5 PAINFUL TIME MANAGEMENT MISTAKES PEOPLE TYPICALLY MAKE. Sign up here: <http://sworganizing.ca>

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