

Celebrate January's National Get Organized Month
with "Keys To Organizing"

Keys To Organizing (Clutter Management) 1 hour

Thursday, January 15 @ 5:30 pm & Thursday, January 22 @ 11:30 am

What ever happened to the idea of a paperless society?! We haven't yet created that ideal world and the need to get organized in our homes, workplaces and lives has never been greater. **Come to this session to learn the "Keys to Organizing" and start your campaign against clutter today.**

FREE
January Only

Electronic equipment recycling provided by File 13 E-Waste Solutions
and paper shredding provided by Pellitteri Waste System.
Visit www.SOSorganize.net for more information.

Winter Organizing Classes

Paper, Paper Everywhere (Paper Management)

Thursday, February 12 @ 5:30 – 7:00 pm

Stop letting the paper control you— start controlling the paper. With tax time just around the corner, NOW is the time to get it done! **Come to this session to learn how to manage incoming mail, reduce junk mail, and create a filing system to manage financial and tax papers.**

Behind Closed Doors (Space Management)

Thursday, March 12 @ 5:30 – 7:00 pm

George Carlin once described a home as "a place for your stuff." Do you have "too much stuff" and "not enough place"?! If buying a bigger house is not an option, then this is the place for you. **Come to this session to learn about various tools and techniques to help you utilize your space more effectively.**

Take Back Control (Time Management)

Thursday, April 9 @ 5:30 – 7:00 pm

Do you feel out of control? Do you have overlapping appointments, not enough time in your day, or lack of quality time for your family or yourself? You CAN have a life and enjoy your free time. **Come to this session to learn how to take back control of your schedule and enjoy life's simple pleasures again.**

Where Did That File Go? (Electronic File Management)

Thursday, May 14 @ 5:30 – 7:00 pm

WHERE is that file? WHAT did I name that document? WHO is sending all this e-mail, and WHY does it take me so long to go through it? And WHEN will it ever get easier?! **Come to this session to learn how to customize your PC file names and locations; move and delete files safely; and tame your e-mail inbox with just a few clicks.**

Space is limited — pre-registration is recommended.

About National Get Organized MonthSM

Get Organized MonthSM is a national industry-wide event dedicated to raising awareness of the benefits of getting organized and of hiring a professional organizer.

"January is the perfect month to get organized and start your new year off right," says NAPO President Standolyn Robertson. "**Getting organized is one of the top 5 New Year's resolutions people make** and with over 4,300 NAPO members world wide ready and available to assist, it is easier than most people think. NAPO members will help over 10,000 people get organized during this month-long event."

For more information visit www.NAPO.net or call (856) 380-6828.

About Nancy Kruschke McKinney, CPO[®]

Nancy spent ten years in the financial planning industry helping others create and implement systems to organize and manage information. This was excellent experience in her journey to becoming a professional organizer and trainer. Since 1987, she has assisted large corporate departments, small business owners, and individuals in designing and implementing organizing systems for paper files, computer files, and everything in between.

Her clients have included: Alliant Energy, American TV & Appliance, CUNA Mutual, Olde Towne Office Park, UW Medical Foundation, public and private schools, and non-profit organizations.

Nancy is the only Certified Professional Organizer[®] in the Madison area, an organizing coach, consultant, professional speaker and a published writer.

Investment: \$25 per class
(Save \$25—register for 3 or more classes)

Time: Registration begins at 11:15 am or 5:15 pm
Each class will include a **BONUS**
"state of our economy" briefing by Ameriprise

Location: Ameriprise Financial Advisors
2912 Market Place, Fitchburg, WI

Register: (1) Mail—print registration form from website below
and mail with a check
(2) Online— at website below, paying with a credit card
<http://www.SOSorganize.net/Classes.html>

Sponsors: File 13 E-Waste Solutions, LLC
Verona, WI www.file13USA.com (608) 848-0013
Pellitteri Waste Systems / Data Destruction Division
Madison, WI www.Pellitteri.com (608) 257-1179

Questions: E-mail Classes@SOSorganize.net
Call (608) 441-6767