

Happy Holidays!

From: **Successful Organizing Solutions**
S.O.S. - "Your Organization Lifesaver!"

12% discount—see back for details

- Do you have trouble finding important files or documents?
- Is your office running out of storage space?
- Has your company downsized?
- Are your employees feeling overwhelmed?

If you answer "yes" to any of these questions then it might be time to bring in an expert.

Successful Organizing Solutions (S.O.S.) will partner with you and your company to reduce stress, time spent searching for misplaced documents, clutter that is stealing your space, and increase productivity.

Take the first step call **S.O.S.** today to discuss your needs.

S.O.S. Services

Coaching and Consulting

ACT! Training	Office & Files
Computer Training	Time Management
Paper & Office Organizing	Procedures

Presentations and Training

Office & Desk Organizing	Paper & File Organizing
Time Management & Productivity	E-mail Management

Presentations are a great way to engage and educate large numbers of employees in an efficient manner.

Coaching is a one-on-one, highly customized service in which Nancy works side-by-side with individuals to identify, analyze, sort, and implement systems that match their style. The "style match" is a critical component of organizing because each person processes information differently and works in a unique manner.

Consulting is often the initial step that will lead to more efficiency and productivity. Many times all that's needed is a fresh perspective and S.O.S. can do just that. As your organizing consultant, Nancy will spend time with your staff recording unbiased observations about work processes and procedures. She will then meet with key decision-makers to offer recommendations for organizing improvements. Recommendations can be implemented in-house or additional assistance can be arranged with S.O.S.

Productivity Boot Camp gives you the steps and tools you need to recondition yourself to be more productive, organized, and focused. This intense hands on coaching is available for individuals and small groups within an organization.

Do you have more questions? Have specific needs?
Call to discuss a customized solution for your company!

About Nancy Kruschke McKinney, CPC and CPO®

Since 1987 Nancy 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.

Nancy is a Certified Productivity Coach and the only Certified Professional Organizer® in the Madison area. She is also a professional speaker with Toastmasters International Certification and a published writer.

Clients Include: Kimberly Clark, Alliant Energy, American TV & Appliance, CUNA Mutual, Olde Towne Office Park, UW Medical Foundation, and several public and private schools and non-profit organizations.

Holiday & New Year Special

Mention this flyer and receive a 12% discount on:

- Presentations / Training
- Coaching
- Productivity Boot Camp
- Consulting

Successful Organizing Solutions
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celebrating 12 years
in business

• Cannot be combined with any other offer

• Offer good until March 31, 2011