

Organizing for Productivity and Success

Presented by Debbie Bowie, Rock Scissors Paper Institute

Date: Friday, February 12

Time: 9:00 a.m. to Noon

Program: Organizing Your Stuff, Your Tasks and Your Time.

1. What are your organizing stumbling blocks?
2. What keeps you from being as productive as you could be?
3. Are you getting what you really want from your time and your efforts?

Debbie Bowie, author of *Rock Scissors Paper Institute: Understanding How Environment Affects Your Performance on a Daily Basis*, will share proven strategies for clearing clutter and organizing your time and tasks so you can be more focused, productive, and successful.

When you leave this presentation, you will know how to tackle the clutter challenge using the Love It, Use It or Lose It™ method. You will be motivated to seize control of your time and tasks using proven prioritizing approaches. And, you will find that you are armed with an array of organizing tips that will make it possible for you to work with more focus, more momentum and less stress.

Cost

When you pay day of the event, your fee is **\$77**.

Save \$30, if...

1. you are a member of the Retail Merchants Association,
2. you are a Member of NAPO – VA Chapter,
3. you are a Rock Scissors Paper Institute client, or
4. you rsvp, and pre-pay before February 5!

If you pre-register, and pre-pay, you will also get a free copy of Debbie's booklet, "Simply Organized: The Art of Conquering Clutter!"

Pre-register in one of two ways:

- 1) By phone at 804-730-4991. Please provide your credit card information including name on the card, card number, card expiration date and the three numbers on the back.
- 2) By mailing a check for \$49, postmarked on or before February 5. Please mail to:

Debbie Bowie
Rock Scissors Paper Institute
7293 Jay Way
Mechanicsville, VA 23111

Make check payable to: Rock Scissors Paper Institute

**Location: Retail Merchant's Association, 5101 Monument Avenue,
Richmond, VA 23230**

Email Debbie with questions: debbie@rockscissorspaperinstitute.com