

YOU ARE INVITED

To Attend the Avery Dennison

Get Organized Seminar

Discover valuable tips to:

- *Manage incoming information overload*
- *Organize email and computer files*
- *Organize multiple people*
- *Software and Formatting Solutions*



DATE: Thursday, March 1st

TIME: 6:30 pm

LOCATION: The Village Inn
422 Runnymede Drive, Wayne

COST: \$25.00 (includes 3-course dinner)

RSVP: Checks made payable to North Jersey Chapter IAAP should be mailed to reach Pam Hoeland, 44 Knox Terrace, Unit 1A, Wayne, NJ 07470 by February 24, 2012. Please confirm your reservation with Pam via phone 973-686-1714 or via email hoelandp@waynetownship.com.

Find a few extra minutes in your day, reduce stress and achieve greater productivity with the suggestions provided in this seminar. You will learn how to organize your desk/workspace, paper and computer files. Plus ...**STAY ORGANIZED** with tips provided on managing emails and incoming paperwork. Discover methods to support and organize multiple people.

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Free Sample Pack for Each Attendee

Get Organized!