

YOU ARE INVITED

To Attend the Avery Dennison
Get Organized Seminar

Discover valuable tips to:

- Manage incoming information overload
- Organize email and computer files
- Establish order in your workspace
- Organize multiple people
- Software and Formatting Solutions



HOST: Delaware Chapter IAAP

DATE: Tuesday, February 7th

TIME: 6:00 pm – Dinner - \$15.00
6:30 pm – no charge for meeting

LOCATION: Christiana Care Hospital Room E180

RSVP TO: Roberta Miller – rmiller_iaap@comcast.net

Find a few extra minutes in your day, reduce stress and achieve greater productivity with the suggestions provided in this seminar. You'll 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!