



## Suggested Speaking Topics

### **Get It Together!**

Have you always wanted to get organized and just don't know where to start? Feel like you don't have enough time, space, or money? This presentation is designed to help you overcome your organizing challenges and get (and stay) organized. We will discuss how to set goals, make organization manageable, and how to make it work for you and your lifestyle.

*Available in one and two hour formats*

### **Hit Me With Your Best Shot!**

Our most popular presentation. See if you can stump me by bringing your toughest organizing questions to this presentation! We will discuss organizing products, techniques, and quick tips to help you get any area of your home organized once and for all! Attendees are also encouraged to bring photos of their disorganized spaces.

*Available in one and two hour formats*

### **Pint-Sized Organization**

One of the biggest challenges that every parent faces is, "How do I get my kids organized?" During this presentation we will discuss how to keep your kids organized as they grow into young adults. These tips will not only be helpful in getting your child, and their space organized today, but they will also teach them the organizing skills they need that will help ensure their success in the future.

*Available in one and two hour formats*

### **In the Nick of Time**

Do you find you are always getting things done, "Just in the nick of time?" In a world full of clutter, time is the one thing everyone needs more of. This seminar will give you the tools you need to identify and evaluate how you are spending your time on a daily basis. Once you find and eliminate wasted time, you will be able to accomplish more each and every day. Or, take some time for yourself to relax after a hard day at work! Finally be the person that has it all together!

*Available in one-hour format*

### **Who Went Paperless?**

For years we have been working towards "The Great Paperless Society." Today, while we're drowning in email, we're still drowning in paper! This class will give you the tools you need to identify the important papers, and why you need to keep them. This will also shed light on papers you think you need to keep, but can easily get rid of. We will also discuss how to store those important papers, and ways to manage the daily paperwork that cannot be avoided.

*Available in one-hour format*

***Please note that all of the above can be combined, and made into workshops if you would like a half or full day presentation. Or we can work with you to develop a custom presentation for your group.***