

Leadership Advancement Training

Organize Me!

Eliminate Paper Clutter at Home and Work
With Senja Antilla, BS, MA, Professional Organizer

Saturday, April 30, 2011
10:00 a.m. – 4:00 p.m.

WSU-Grays Harbor County Extension Office
32 Elma-McCleary Road (Fairgrounds), Elma, WA

Seminar Objectives:

- Learn everything you need to know to manage your papers.
- Take the “overwhelm” out of paper—learn how to manage mail, keep track of your active and to-do papers, and set up a workable filing system.
- Eliminate desktop clutter and put yourself in control with an easy daily paper flow system.
- Get your personal affairs in order by organizing your vital documents.

Please bring a bag lunch, refrigerator/microwave are available. Coffee/tea/water will be provided.

\$40 registration fee for the day.
Hurry....registration is limited to 20 participants and will close April 27, 2011 or when full.
Class minimum of 10 participants needed to hold class.
DON'T DELAY—REGISTER TODAY



Registration

Name _____

Address _____

Telephone _____

E-mail _____

P.O. or Check Number _____

Questions? Contact:

Lisa DeWall

360.427.9670 ext. 680

E-mail: dewall@wsu.edu

or

Sue Sparkman

360.482.2934

E-mail: ssparkman@wsu.edu

Mail registration to:

Sue Sparkman

WSU Extension

P.O. Box 3018

Elma, WA 98541

Please submit a purchase order or check made payable to:

Washington State University

Please send with registration

To address above