

Home-Office Workshop

Get organised in your Home-Office and relax again!

The time comes when you look into your home-office and realise that you no longer have the desire to work there anymore. Paper piles cover the desk and floor, your filing cabinets and shelves are full and you don't have time to sort it out. What can you do? Who knows the secret?



Facilitator - Carol Posener, Director of **Get Organised® – Home and Business Services**, is the pioneer of the Professional Organising Industry in Australia and author of “Get Organised – A Practical Guide to Organising Your Home and Office” and eBook – “Get Organised in Your Home-Office” and has over 15 years experience in this industry.

SIMPLIFY YOUR LIFE

LEARN HOW TO GET ORGANISED with your paper NOW!

You will learn how to...

- Choose the *correct* storage products for all the resources needed in your home-office
- Choose the *perfect* filing system(s) for you
- Understand *the principles* of paper management (not taught at school or university)
- Set up all the necessary systems to manage your paper in the future
- Manage *your time* better with tried and tested strategies

After *this* 90 minute workshop, you'll come away armed with knowledge, understanding and a strategy for managing your paper-flow into the future.

**BOOK NOW! Seats are limited
(Maximum 10 people per workshop)
Tax deductible for your business!**

4 Easy ways to register....

1. Book online via our website – http://www.getorganised.com.au/home-office_workshop
2. We accept Credit Card payments – VISA and MasterCard
3. Tel: 1300 881 384 or Fax: (02) 9968 4891
4. By Mail: Get Organised Pty Ltd PO Box 35 Mosman NSW 2088



Yes, I can't wait to attend....



Home-Office Workshop Registration Form

Title: [Mrs/Ms/Miss] _____

Full Name: _____

Postal Address: _____

Suburb/City: _____

State: _____ Postcode: _____

Telephone/s: _____ Mobile: _____

Email: _____

Payment Details:

Cheque (please make payments to Get Organised Pty Ltd)

VISA MASTERCARD

Card No:

Cardholders Name: _____

Expiry Date: _____

Signature: _____

Important Privacy Information

We are privacy conscious and protect your personal information at Get Organised®. We do not give your personal information to anyone without your permission. By completing the Registration Form, your details will be added to the Get Organised® Seminar & Workshop database and used to send further promotional material to your attention. If you do not wish to receive further mailing, please tick the above box.

Registration Information

The best way to guarantee your place is to book and pay online at http://www.getorganised.com.au/home-office_workshop. Alternatively, email us your interest, and we'll forward our Brochure and Registration form to you. **Return this to our office TWO WEEKS PRIOR to the workshop date you've chosen, along with your payment to secure your place.**

Payments can also be made directly to our bank account as follows:

Bank: ANZ Bank
A/C Name: Get Organised Pty Ltd
A/C Number: 11025 7106
BSB: 012-351 (Mosman Branch)

Note: If you choose to make payment via our bank account, please email us when the transaction has been made to confirm your place. Once payment and registration details have been received by our office, you'll receive our confirmation email. A receipt will be given to you at the workshop!

Payment Information:

Fees are payable at the time of registration.

Enrolment Fee: \$55.00 (Inc. GST) per person

Time: 6.30pm-8.00pm

Venue Sydney: Medina Classic Crows Nest
167 Willoughby Road, Crows Nest Tel: (02) 9430 1400

Enquiries: Call Get Organised on 1300 881 384

Cancellations:

Cancellations received up to five working days before the seminar is refundable minus a \$50 (incl. GST) registration service charge. After that, cancellations are subject to the entire workshop fee, which you may apply towards a future seminar or workshop. Please note that if you don't cancel and don't attend, you are still responsible for payment. Substitutions may be made at any time. As places are limited, please advise Get Organised® if you are unable to attend so that your place can be reallocated.

Carol Posener has 'Certificate IV in Assessment and Workplace Training' Accreditation and has developed and presented "Organise Your Life" and "Organise Your Home Storage Needs" seminars for IKEA, Workshops for Kikki-k-Storage and Stationery Products and organisational seminars for NIVEA promotions.

Carol currently runs 2-Day Professional Organisers Consultants Training Workshops for Organisers wanting to get into the industry and 3 hour Life Order Seminars for the public.

Get Organised Pty Ltd – Seminars and Workshops

ABN: 98 088 350 583

A division of Get Organised Pty Ltd – Home and Business Services

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