



Mary Pankiewicz
Organizing Expert

clutter-free & organized

Business Programs

The average employee loses 30 to 60 minutes a day looking for things. This is costing your company money! The solution is to bring in:

Clutter-Free & Organized to teach the CFO (Clear, Fast Organizing) System. Examine how to tap one's natural energy to fuel decision-making and focus and learn proven techniques that work for everyone, including the Chronically Disorganized.

Programs Offered. Mary Pankiewicz' programs are based on her personal hands-on experience, working with hundreds of satisfied clients for over 10 years.

- **Get Organized for Greater Success** covers total office organizing systems.
- **Sinking in Clutter Quick Sand.** Learn easy ways to get organized!
- **Stretch Your Prime Time.** Ways to beat the clock!
- **Proper Delegation is a Learned Skill.** Discover effective ways to reduce time, stress, and expenses!

You will leave Mary's customized programs with:

- "Positively Effective Procrastination Preventers"
- Practical, easy-to-use techniques to increase the feeling of control and well-being in your life
- Methods and habits of organization to help you get out from under the huge influx of papers and emails.
- Ways to save five hours per week

To book Mary for your event, call toll-free (888) 835-6335.

As an organizing expert, Mary Pankiewicz has been featured in the *Wall Street Journal*, *Woman's Day*, HGTV, NBC, Women Today Expo, and numerous other magazines and newspapers in the United States.

In 2004 Mary became one of only 10 Certified Professional Organizers in the United States in the field of Chronic Disorganization.

The response was so good we had to move the seminar to a larger facility, so we appreciate your flexibility. Yours was truly one of the best seminars we have ever had.

– Darryl L. Brady, Executive Vice President, Jefferson City, TN, Chamber of Commerce

Your speech made me examine my thinking and truly made a difference in my life. – Tennessee Bed and Breakfast Association

The presentation on Delegation was extremely useful. – Karen Benson, First Tennessee Operational Center

Mary knew what we needed and taught us how to do it. – Participant, Carson-Newman College



To become clutter-free & organized, call Mary today!