

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



DATE: Tuesday, November 15th

TIME: 6:00 pm

LOCATION: Brooks Rehabilitation Hospital
Brooks Assembly Room

RSVP TO: Patti Reed – 904-610-9563
patti.reed@chase.com

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.

Co-Sponsored by



and



Free Sample Pack for Each Attendee



Get Organized!