

PAPER FLOW AND COLOR FILING SYSTEM A COACHING PROGRAM

Handle papers easily and well
In your home, home office, or small business office

Papers! They are our biggest problem! How do we handle them?

You will learn how to:
Keep them out of piles
Make them easily findable
Make the house and office look neat

The six week program will cover

Handling paper flow
Simplifying decision making about them
Marsha's Stand-Up Action Filing Tactic (with illustration)
Marsha's Simple and Straight Forward Approach to Filing so you can easily find what you file

THE PROGRAM INCLUDES:

- Six Week Program - One Teleclass a week and a final evaluation class
- Limited Enrollment - Openings for only fifteen participants
- Diagnostic Evaluation - Before you begin, you do a simple self evaluation of your paper flow and filing needs. At the end, you do a final survey of your present situation.

YOU WILL RECEIVE:

- Individual Consultation with Marsha Sims to get started right
- Weekly Small Group Teleclass by Marsha Sims, hosted by Sandra Felton
- Learning materials to accompany each class especially prepared by Marsha.
- Private Internet Group Question Forum for easy access to professional guidance by Marsha and support from others in the group for the entire six weeks

INTERESTED?

We are looking for people who are ready to move forward in the area of paper management. Simply put, are you ready to step out of chaos and frustration into order and confidence in handling your paper?

REQUIREMENTS:

1. Complete the initial evaluation of your needs
2. Attend Teleclasses regularly with materials sent
3. Participate in the Group Forum for expert advice and group support
4. Participate in the final evaluation of your progress and future needs.
5. Put forth concerted effort required during this six week period to move forward.

OUR GOAL: To give you the power tools necessary to build a successful paper flow and retrieval system.

Host and director: Sandra Felton, The Organizer Lady™, founder of Messies Anonymous, and author of the best selling book, The Messies Manual, and many other popular books on organizing.

Paper expert and coach: Marsha Sims, professional organizer, national speaker, and president of Sort-It-Out will coach both personally in the initial consultation, by answering on-line questions during the six week program, and instructing on the seven weekly Teleclasses hosted by Sandra Felton.

COST: \$200 You may call the automated order line at 786-243-2793 and ask to have Della return your call so that you can register by phone and with a live person. (You do not have to leave your card information on the recording for this class.) When our new web site is complete, we will be able to accept applications on line but until then, a personal call is our best option.

When you register you will receive an initial assessment questionnaire by email so together we can assess your situation. When we receive that, we will contact you to set up your initial personal consultation with Marsha Sims so you can begin as soon as we receive your assessment. You will also receive the phone number for the Teleclasses and the interactive internet group address

TO REVIEW:

- **AS SOON AS YOU REGISTER:** (Get a jump start on the classes)
 - You fill out personal assessment and return it by email
 - You consult with Marsha Sims by phone to begin your coaching
 - You receive access to the personal coaching interactive group address.
- **WHEN THE CLASS IS FULL (SCHEDULED FOR APRIL)**
 - Begin seven weekly Teleclasses covering a six week period.