

Clear Space™ Business Organizing for Productivity Webinars



2 - One Hour Organizing Webinars for anyone in business

Organize: Increase Your Productivity and Your Value in the Workplace

Webinar 1: “**Responsibilities**”: 1:30 pm – 2:30 pm (May 19, 2010)

Webinar 2: “**Time and Space**”: 1:30 pm – 2:30 pm (May 26, 2010)

NEFI uses Go To Meeting webinar services. Registrants will be provided with dial-in and login details upon receipt of student registration.

Price: \$50 per webinar for members, \$100 per webinar for non-members

Do you find yourself wondering if you are spending your time in the most productive way? Do you worry that you haven't captured all of your work responsibilities in a way that allows you to act on them most effectively? Is the way that you manage your to-do list, time, or space keeping you from adding the most value possible in the workplace? Would you like to focus on value-added projects and issues at work but can't seem to find the time?

If you answered yes to any of these questions, then NEFI's new Organizing for Productivity Webinars are for you.



Webinar 1: Responsibilities	Webinar 2: Time and Space
1:30 pm – 2:30 pm	1:30 pm – 2:30 pm
Learn the best ways to create and manage your to-do list to achieve optimum productivity:	Assess the way you structure your time to determine what changes are necessary to achieve maximum productivity:
<ul style="list-style-type: none"> • The Exhaustive Gathering Process 	<ul style="list-style-type: none"> • What's Working?
<ul style="list-style-type: none"> • Differentiating Tasks vs. Projects 	<ul style="list-style-type: none"> • What's Not Working?
<ul style="list-style-type: none"> • Organizing Responsibilities 	<ul style="list-style-type: none"> • What are your Preferences and Strengths?
<ul style="list-style-type: none"> • The Actionable To Do List 	<ul style="list-style-type: none"> • Developing a Time Map
	Learn how to refine your Space for Productivity

Organizing for Productivity workshops are provided through a partnership between NEFI and Clear Space. Clear Space provides Professional Organizing and Productivity Solutions to clients in office and residential settings. **Karen Giorgio, Clear Space founder**, is a magna cum laude graduate in Psychology from Amherst College, with a background in management consulting. www.clearspace-organizing.com



clearspace

CITRIX | online

Clear Space™ Business Organizing for Productivity Webinars



2 - One Hour Organizing Webinars for anyone in business

Webinar 1: "Responsibilities": 1:30 pm – 2:30 pm
 Webinar 2: "Time and Space": 1:30 pm – 2:30 pm



Company:		Contact person for this Registration:	
Title:			
Address:			
City: State: Zip:			
Phone:		Fax:	
Email:			

Please attach list or copy this application form to register more students. Please PRINT. Check date - if applicable	\$50 - Members each session \$100 Non-Members each session 1:30 p.m. -2:30 p.m.	
	Webinar 1: "Responsibilities": 1:30 pm – 2:30 pm May 19, 2010	Webinar 2: "Time and Space": 1:30 pm – 2:30 pm May 26, 2010

Name:	Date:	Date:
Name:	Date:	Date:
Name:	Date:	Date:
Name:	Date:	Date:
SubTotals >	\$ _____	\$ _____
Net Payable to "NEFI" - \$\$Grand Total >	\$ _____	

We are a member of New England Fuel Institute (nefi.com). Any new company joining NEFI on or before seminar date may take the discount. Enroll online or get enrollment form at www.nefi.com or email school@nefi.com for a copy

This school is licensed by the Massachusetts Department of Elementary & Secondary Education, Office of Proprietary Schools. Any comments, questions, or concerns about this school's license should be directed via email to proprietaryschools@doe.mass.edu , phone 781-338-6048 or by mail to 350 Main Street, Malden, MA 02148-5023.	A check or credit card payment for the full tuition fee must be enclosed with this registration form. Payment must be received in full by the start of the class.
--	---

Payment Information () Check Enclosed Credit Card Info () Visa () MasterCard () AMEX Card Number _____ Exp. Date _____ (i.e. "11/98") Cardholders Name _____ Card Billing ZIP _____ Today's Date _____ Signature _____	<p style="color: red; font-weight: bold;">Fax First to 617-924-5962.</p> For further Information, please contact Andrea at 617-923-5019 or email school@nefi.com
For Office Use Only Billed: Amount _____ Date: _____ Invoice No. _____ Payment Received: Amount _____ Date: _____ Check No./Credit Card _____	