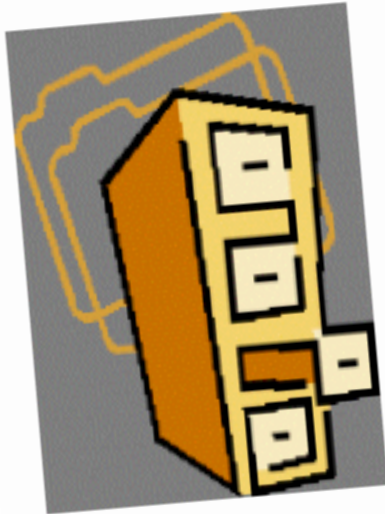


EXTRA EXTRA!!!!

N.E.W. editor-on-the-job had a paper nightmare.....She needs this class...Do you???

GET ORGANIZED - "TACKLE THE PAPER NIGHTMARE!"



Do you have piles and stacks of paper on a desk, table, or some other visible surface in your office? Do you ever file something somewhere and then can't remember where you filed it? Do you have multiple "TO DO" lists throughout your office? Do you feel overwhelmed with the thought of tackling what seems like a "paper nightmare?"

WAKE UP!

- Receive tips on organizing your office, home office, mobile office and more . . .
- Experience hands-on sorting, purging, and categorizing of your own office "paper nightmares."
- Learn how you can become more efficient, regain control and reduce your stress by being organized and having an organized office!

Instructor: Susie Hayman, In Your Business

Tuesdays, October 17 & 24
7-9 p.m.
Hermitage High School
8301 Hungary Spring Road
Registration deadline Oct. 3

Tuition \$30, plus \$2 class fee for materials.
For registration information:

<http://www.henrico.k12.va.us/AdultEducation/adultreg.html>