



Automotive Service Association Midwest

Now serving Missouri, Kansas, Iowa, Nebraska, Arkansas and Oklahoma

Des Moines Area Automotive Service Professionals



Create Your Ideal Productive Environment™: Organizing Tips to Accomplish Your Work and Enjoy Your Life

Tuesday, May 19, 2015

6:30- 8:30 pm

LOCATION:

The Machine Shed

11151 Hickman Rd
Urbandale, IA 50322

\$25 for ASA-Midwest Members

\$30 for non-members

Includes dinner & training

RSVP BY MAY 15th

Does it take too long to find information? Do you feel unproductive working in your space? Do you walk into your office, only wanting to turn around and walk back out? Join Lori Vande Krol, certified productivity expert, in this interactive, value-filled seminar as she walks you through the steps necessary to clear the clutter and develop systems for a Productive Environment™. Ms. Vande Krol will present systems and tools for each of 5 steps of the organizing process. She will teach you how to make what seems like an overwhelming task manageable - and maybe even fun!

What you will learn:

- The 5 proven steps for creating your Productive Environment;
- The FAT (FileActToss™) System for managing your paper and electronic information;
- Guidelines for deciding what to keep and what to toss;
- Examples of The Magic 6™ that every office needs to be organized and productive;
- The workflow process that will change the way you manage your day.

Registration Form ...

PRE-PAYMENT REQUIRED

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I prefer to be invoiced

☐

Pay by credit card (use form below or register online)

Company: _____

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Attendees: _____

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