

Americans work an average of 45 hours per week,
with 16 of those hours labeled as unproductive.

— Microsoft Survey, March 2005

Be More **Organized**. Be More **Productive**.

Is your bottom line suffering because your employees lack follow-through, drop the ball, and miss deadlines?

■ Susan Kousek ■

Organizing & Time Management Expert

When your employees are organized, they will:

- Manage incoming items
- Prioritize effectively
- Use time rationally
- Handle interruptions
- Reduce procrastination
- Meet deadlines!



After taking the GO System Workshop, my desk will never be the same, nor will I! At the end of each day I know exactly what needs to be done the next. I'm lov'n it!!

— Louise Wilson, J&W Enterprises

It's been almost a year since I attended your GO System Workshop, and the files and I are still going strong. I honestly don't know how I ever lived without the system.

— Maggie Brescia, SGIA

Presentations & Workshops:

- GO (Get Organized) System
- Control Your Email
- Take Back Your Time
- Find Files Fast
- Optimize Your Workspace

Susan has been a speaker, trainer and organizer for over 20 years and is a Certified Professional Organizer® and certified GO (Get Organized) System trainer. She is a member of the National Speakers Association and the National Association of Professional Organizers. Susan also enjoys sharing her knowledge in articles and interviews, and has appeared in the **Washington Business Journal, Washington Post, Think-Business magazine, ASAE's Associations Now magazine, NAIFA Advisor Today**, and other publications.

Susan's clients include: American Association of Homes and Services for the Aging, Choice Hotels International, Congressional Country Club, County of Fairfax (Virginia), Home Builders Institute, Institute of Museum and Library Services, Nuclear Energy Institute and U.S. Agency for International Development.

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