

# Paper P<sup>☆</sup>ower

Does the  
pace of your  
workplace leave  
no time  
for getting  
organized?

First Things First:  
Managing Details

Are you “losing”  
important  
documents that  
you know are  
*some where?*

Avoiding the  
Email Avalanche

Moving From  
Piles to Files

**IS THIS  
CAUSING  
YOU TIME,  
MONEY  
AND ENERGY?**

Creating Systems  
to Stay in Control

## **Dig Your Team Out From Under the “Paper Blizzard” and Get More Productive!**



*A master trainer and sought-after keynote speaker, Carol Ann Fried is passionate and committed to creating safe and playful learning environments. While she is best known for helping people discover their JoySpot™, among her strengths is creating order out of chaos and putting first things first.*

Contact

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