



2009 Clutter Control Angels®

## ***Simplifying Your Life – Letting Go of Clutter***

### **Instructor:**

Holly H. Graff, CPO

Certified Professional Organizer® & Productivity Consultant

Date: March 13, 2010, Saturday, 10:00AM - 12:00PM

Time: 10:00AM - 12:00PM (2 hour class)

Class fee: \$41

Handout fee: \$10

### **Class description:**

Many people are overwhelmed by the activities, information, tasks and possessions that enter their lives. It is affecting their time, their health, their personal productivity, their finances, their relationships and their state of mind. Learn strategies, structures and systems for organizing success. In this class we will examine the causes and impact of complexity and ways to simplify to reduce stress and bring a sense of calm to your life.

### **Overview:**

- Learn causes & effects of clutter, chronic disorganization, and hoarding
- Organizing your home & office - clutter, boxes, papers, stuff
- Decision-making, focusing, start to completion and follow through
- Reduce and simplify
- Systems and maintenance to stay organized
- Time allotted for Q and A

Participants age range: 18 yrs +

Registration: [www.edhcsd.org](http://www.edhcsd.org)

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