

Encore Professional Organizers, LLC

Regain structure, logic and control in your work and personal life with Encore's organizing services.

What are your organizational challenges?

- Inefficient filing systems
- Poorly managed paperwork
- Files and piles all over your desk
- Do you resist filing?
- Storage constraints
- Clutter and more clutter
- Missing appointments and deadlines
- Managing kid's schedules
- Paying bills late
- Losing paperwork
- Unfunctional workspace
- Records retention
- Struggling with sharing files

Whatever your challenge, it starts with you. Give us a call to get you started in the right direction.

Isn't it time to **GET ORGANIZED** and **STAY ORGANIZED**?



Sign up for our **free** monthly e-newsletter at EncoreOrganizers.com.

Industries we have serviced:

Accountants/CPA's
Construction
Legal/Law
Healthcare/Hospitals
Nursing
Real Estate
Insurance
Mortgage
Military Personnel
Retail
Small Business Owners
Consulting Firms

Residential

Home Offices
Independent Home Consultants
Household Filing systems
Relocation



7933 Washington Woods Drive
Dayton, OH 45459
Phone: 937-619-3181

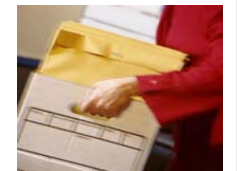
Lori Firsdon Lori@EncoreOrganizers.com
Barb Warner Barb@EncoreOrganizers.com

www.EncoreOrganizers.com



Professional Organizing Services

Business and Residential



Your "Organizing Authority"

Paperwork • Filing • Task Management

Clutter free living

Confidential & Insured

Custom Seminars

Helping you find your pathway to a more productive lifestyle at work and home.



937-619-3181

www.EncoreOrganizers.com

Encore puts **organization** back into your lifestyle... it starts with you!



Professional Organizers and co-owners, Lori Firsdon and Barbara Warner founded Encore Professional Organizers, LLC. Members of NAPO, the National Association of Professional Organizers, they provide custom organizational solutions for your business and residence.

"We are here to help get you started living a more confident and organized lifestyle at work and home. No preparation required on your part. Call today!"

GETTING STARTED

We begin with an initial assessment of your personal organizational challenges and your goals. We evaluate your current challenges and design custom organizational solutions to allow you to become more efficient. Once we determine why you are overwhelmed, frustrated and disorganized, we offer several select service offerings: Paper flow solutions, filing system design, work space solutions, time management, desktop management, clutter control and more! We will get you organized and teach you the system to maintain it.

Being disorganized costs you time and money. Invest in your future to become more productive and confident today.



Learn more about our featured product, The 25th Hour Binder. It's an organizing tool you can't live without. Visit www.25thHourBinder.com

RESIDENTIAL

Are you overwhelmed with incoming mail, paperwork, filing, tracking appointments, paying bills, clutter, space constraints, and more? Tired of looking and feeling disorganized? You're not alone.

Learn and apply techniques to get your paperwork, schedules and household belongings in order. Feel more confident and find what you need fast! Invest in your future now and become more efficient and productive in your life.



After we work with people to set up an organized filing system, we also offer maintenance programs. If you'd rather enjoy life, then leave the paperwork to us.

BUSINESS

Whether you operate your business from an office, home, or in your car, we provide the organizational techniques and tools to maximize your time and performance. Increase the value of your employees and your bottom line. Our organizing solutions have been developed based on our experience working with professionals in a business setting. Learn quickly what distracts you from being efficient in the workplace and use our simple solutions to make an immediate impact. From Administrative to Executive levels, a real impact is made.



Specializing in office organizing and paper management, our solutions will get you on your way to realizing more time in your day, so you can take control of your tasks and become more productive.

SEMINARS

Encore is part of the National Speakers Association (NSA). Custom seminars are offered on a regular basis for small and large groups. Encore speaks regionally and nationally.



Our speaking division, **EncoreSPEAKS!** is dedicated to bringing professional seminars to your audience. For training, sales meetings, conferences, retreats, keynote speaking or any self improvement event, we have a program for you. Visit www.EncoreSpeaks.com for more topics and program details.



Encore has produced a live audio CD, available for purchase online. It highlights our most popular seminar, "The Top 10 Organizing Mistakes People Make in the Workplace".

GIFT CERTIFICATES

Looking for that one of a kind gift? Gift Certificates are available for any amount and may be used towards any of our services. For the person who has everything...give the gift of organization. Jump start that loved one and we will help get them on their way to a more organized lifestyle.

Lori Firsdon Lori@EncoreOrganizers.com
Barb Warner Barb@EncoreOrganizers.com

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