

Fran Berman



Speaker ♦ Author

**Change
Technology
Productivity**

"Your excellent presentation has provided our members with valuable information...that will assist them in improving their productivity."

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Conference Committee Chairman
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Clear the Mess, Find Your Desk

Do you know where everything is, but no one else does? Does disorganization slow you down, throw you into a panic, and threaten your credibility? Turn piles into files and create an information retrieval system that speeds you through your busy day.

In this entertaining program, you'll learn:

- ♦ How to streamline your office for efficiency and productivity
- ♦ Guidelines to decide what to keep and what to toss
- ♦ Fingertip filing to find what you need fast
- ♦ How to choose the filing system that's right for you
- ♦ Simple systems to get others to put things back where they belong
- ♦ How to stay on track once you get organized

Contact us today to reserve Fran Berman for your next event.



FutureFocus

25602 Alicia Parkway, Suite 223, Laguna Hills, CA 92653-5309

Tel. (949) 643-0803 ♦ Fax (949) 643-2741

fran@franberman.com ♦ www.franberman.com

