



Queen City North Chapter IAAP
P. O. Box 8149
West Chester, OH 45069-8149
www.iaap-queencitynorth.org



MARCH 9, 2010 PROGRAM MEETING

ORGANIZATION!

PRESENTED BY.....



**LORI FIRSDON AND
BARBARA WARNER**



Lori Firsdon's background in Real Estate, Marketing and Sales, coupled with raising five children, has allowed her to be a successful entrepreneur and mother. Her non-judgmental, compassionate and realistic approach to being efficient and organized is what motivates clients to make changes. As founder of Encore, she takes her lifelong passion for being organized to a level which uniquely benefits each client. Lori's genuine approach to speaking and consulting leaves her clients feeling more in control.

Barb Warner brings to Encore, over twenty years of corporate experience, working in Information Systems, Instructional Training, Project Management and Human Resources/Recruiting. Balancing a professional work schedule and raising a family, gives her valuable insight on work/life balance. As co-owner of Encore, she is a motivational presenter and experienced business consultant, delivering real-life solutions to her audience.

Professional Organizers, Lori Firsdon and Barb Warner, will give a presentation on organization. Providing people with time saving and efficiency expertise, they will show you how to gain more control and get more accomplished, so you can enjoy a better life!

Productivity in the workplace falls victim to many culprits – robbing you of time, productivity and efficiency at work. From how you arrange your workspace to how to minimize interruptions, Encore tackles each issue with their trademark efficiency. You will be inspired to improve your productivity at work with their practical and effective tips. Business topics covered include: **To-Do Lists (25th Hour Binder)** – Relax your mind and manage your tasks better. Become more creative when you use Encore's signature 25th Hour Binder organizing tool; **Take Two Rule** – Small tasks add up. Encore motivates people to make a lifestyle change which adds up to bigger rewards.

Onsite consulting with corporate and residential clients gives Encore great insight on how individuals must operate at home and in the workplace. Their expertise in understanding organizational solutions in a residential setting often complements business related topics. Many individual's organizational abilities differ in their work setting versus their personal home setting. Life Balance/Personal topics covered include: **Living in Your Season** – What season are you living in right now? Encore reviews the seasons of life and brings awareness to what you should be focusing on from childhood to retirement and beyond; **Monitor What You Bring Into Your Life** – Many people only focus on the "stuff" they own, but rarely implement plans to prevent the "stuff" from entering their life. Learn key ways to monitor and control the items you allow into your life at work and home.

RSVP – Email Dinner Reservation to pamhollingsworth03@msn.com – **Reservation/Cancellation Deadline:** Thursday, March 4, 2010, 5:00PM – Payment Collected at Door (Cash or Check Payable to Queen City North Chapter IAAP). A reservation is a financial commitment; cancellation must be received before the deadline; otherwise you will be responsible for the cost of the meal (\$15-Members; \$20-Non-Members). **Networking:** 5:30PM **Dinner:** 6:00PM **Speaker Presentation:** 6:45PM – **Menu:** Buffet – Boneless Sliced White Turkey Breast, Fresh Garden Salad w/Ranch & Raspberry Vinaigrette, Mashed Potatoes w/Gravy, Glazed Carrots, Fresh Baked Rolls/Butter, Coffee, Tea (hot and iced) and Dessert. **Questions?** Lynn Haney CPS/CAP 859-240-5603 or HaneyL@one.net. For more information about the Queen City North Chapter, visit our website at www.iaap-queencitynorth.org.