

*Administrative Professionals Day Luncheon*

Wednesday, April 23, 2008

11:15 a.m. - 1:00 p.m.

**“Clearing Clutter for Clarity”**

*Treat yourself, your Staff and/or your Associate\**

*Middleburg Heights Chamber of Commerce Luncheon  
Middleburg Heights Community Center, 16000 Bagley Road*

*\$18 per person \*special gift for your guest  
Guarantee a gift for your guest, reserve by Thursday, April 10<sup>th</sup>*

*Catering by Flavor the Town*

**Reservations Required by Friday, April 18<sup>th</sup>**

*Reserved seating for parties of 4 or more*

*(440) 243-5599 or [doris@middleburgheightschamber.org](mailto:doris@middleburgheightschamber.org)*

**Luncheon Sponsor: SOUTHLAND VISION CARE, Inc.**

**\*Special gift sponsored by SOUTHLAND SHOPPING CENTER**

**Chocolate Fountain sponsored by ABC RENTAL CENTER**

**PROGRAM: Clearing Clutter for Clarity**

Are messes, piles, papers and possessions draining your energy and sabotaging your productivity? Do you share a space with someone who needs help letting go of massive material accumulations? Do you waste precious time hunting through clutter for things you need? Are you embarrassed to host guests in your home or office? If you answered YES to any of these questions - this program is for you!

Join organization expert **Susan Aldrich** and motivational coach **Betsy Muller** for an interactive program which will provide you with ideas, systems and energy to clear clutter and reclaim productive space at home and at work. Come away with a plan for clearing clutter NOW.

- ❖ A 3 step process for clearing any space
- ❖ "Before" and "After" pictures to inspire spring cleaning success
- ❖ Coaching to soothe the unpleasant emotions connected to your clutter
- ❖ Energy builders that allow you to let go of old stuff easily
- ❖ Interventions for clutter enablers - move "group clutter" out the door!