



ALL SYSTEMS GO: From Clutter to Clarity

Whether you are a solopreneur or leading a large staff, developing and consistently implementing systems & processes is vital for growth and success. The ALL SYSTEMS GO training will teach you how to eliminate paper & digital clutter and create systems to organize, automate and better relate to your clients.

Join **Elisabeth Galperin** from Turn Leaf Organizing & **Lauren Ehrler** from Ferrari Business Coaching for this interactive, action-oriented training.
Sponsored by Brett Renzenbrink of BHMK & The Space Community Workplace.

What You Will Learn

- 3 essential steps to decisively process every pile of paper
- 8 critical system areas every business needs to document
- Strategies to leave work every day with a clean desk
- How to use technology to prevent prospects/clients from slipping through the cracks

THURSDAY, SEPTEMBER 13th
2:00-4:00 PM (Happy Hour to follow)
THE SPACE: 9405 MONTGOMERY ROAD 45242

REGISTER ONLINE @ WWW.TURNLEAFORGANIZING.COM/EVENTS

