



Employee Assistance Program
Lunchtime Wellness Program

Getting Organized Basics



Is it all too much? It's time to seize the day and learn the basics of organizing. This session will help you understand how clutter affects your health and why you should tackle it. You will learn a basic system for organizing anything and get some general tips on getting more organized at work and at home. Join us!

Presenter: **Jordana Turcotte** is a local professional organizer and owner of Simply You. She is a mother and graduate from RPI with a B.S. in Chemical Engineering. Working locally as a Process Engineer and Quality Manager, her projects tended to gravitate to reducing waste, reducing steps, and streamlining procedures and processes. Through her organizing business, she helps people do the same in their homes. Jordana teaches organizing classes at various local continuing education programs.

To Register Contact:
Brenda Seckerson, EAP Coordinator
bseckerson@uamail.albany.edu

CALL 442-5483
OR ONLINE:

http://www.albany.edu/eap/event_sign-up.htm

Wednesday, March 7
12:00 - 1:00 pm
Room 375
Campus Center

THE WORLD WITHIN REACH