



Specialized Organization Services

Susi Peterson

Member, National Association of Professional Organizers

**Office and Residential organizing
services designed to fit your needs...**

- Individual Consultations
 - Classes
 - Seminars
 - Workshops
 - P.O. Training
- Kitchen Hostess Service

www.MessDistress.com

Have you ever . . .

- had to sort mail days after it arrived?
- lost documents that have been filed?
- left documents piled on your desk so they wouldn't get lost in your files?
- arrived late for appointments?
- felt stressed by home or office clutter?
- wished you could just simplify your life?

If you checked any of the above...

S.O.S. can help you gain control of
 . your space,
 . . your time
 . . . your life!

S.O.S. for Mess Distress:

I attended your workshop on organization at North Branch Area High School during our recent staff development day. Thank you for your excellent filing suggestions and ideas. I purchased your book, Foolproof Filing and absolutely love the filing ideas. I've struggled with paper piles and an alpha filing system for years. I consider myself to be fairly organized, but the master file, color coded system is far more efficient.

I immediately purchased supplies to create a tickler file. This is the answer to my daily struggle with paper!!!! The system enables me to manage the volumes of paper and dated details I handle each day as a school counselor. I also created a central family mailbox system at home.

I'm looking forward to summer when I will have even more time to attack storage areas and implement your ideas. Thank you for your simple, practical ideas. I only wish I would have seen your presentation years ago!

*Sincerely,
Lora O'Hern*



S.O.S. PRODUCTS

Contact S.O.S. for ordering
information
Susi Peterson
763-444-4585
Susi@MessDistress.com
PO Box 7
Isanti, MN 55040-0007

- **Foolproof Filing**
Simple paper management system for household and business use.
- **It's Your Money, Honey!**
Exclusive tickler system simplifies bill paying, budgeting and record keeping.
- **Kids & Cash: The Money Tree & Other Myths**
Help teach children money management skills, as well as personal responsibility.
- **117 Ways to Simplify Your Life**
Tips to organize and simplify every room of the house.
- **S.O.S. Calendar Pad**
Pad of 50 weekly planning calendar pages designed to fit 3-ring binder.
- **S.O.S. TicKler File**
15 colored file folders, day and month labels, plus instructions.



"Feel better about yourself, as well as your surroundings, by simply getting more organized!"

Susi is an experienced Professional Organizer who. . .

- works with individuals and groups to develop creative solutions for office and home organizing challenges.
- offers dynamic customized seminars and workshops. uses a light-hearted approach to teach practical techniques.
- is a current board member and past president of the MN Chapter, NAPO (www.mnnapo.org).
- has written several organizing books, as well as articles for various magazines and newspapers.
- provides training and assistance for new and established professional organizers

S.O.S. for MESS DISTRESS Workshops

For more information:
Susi@MessDistress.com
 763-444-4585

Help ease the stress in your life by learning to be more organized.

All S.O.S. presentations may be customized for your group.

• Foolproof Filing

Simple paper management and filing systems suitable for both households and businesses.

• It's Only Junk If You Don't Use It

And, if you can't find it, you can't use it. Practical solutions to help simplify in every room of the house, as well as your garage, purse and car!

• Communication Strategies for Success

Create and preserve positive client relationships through effective verbal and written communication.

• Eat the Biggest Frog First

Time management techniques include prioritizing, organizing, and creating positive habits that can help you accomplish more of what's important to you.

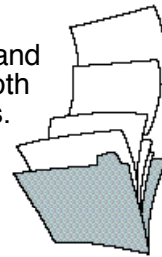


• Sort, Store & More

Basic storage tips for paper, clothes, closets, desks, photos, videos, etc.

• Developing Your Career as a Professional Organizer

Love organizing? Love working with people? This could be your dream job! Comprehensive seminar covers the basics of planning, starting and promoting your organizing business.



• Stitching, Stamping, & Other Crafts...Control Creative Clutter

Getting creative can create a mess. Storage ideas to get hobby supplies under control.

• Kids & Cash: The Money Tree and Other Myths

Techniques to help teach kids lifelong skills of responsibility & money management.



• Organize for Success

Solutions for the challenges of managing a home business, including paperwork, space, time, and client information.

• It's Your Money, Honey!

Tickler system to simplify bill paying, budgeting and record keeping.

• S.O.S. for Kitchen Distress

Been awhile since you've seen your counters? Practical ways to plan your kitchen storage space and prevent clutter.



• Love the Kids . . . Hate the Clutter!

Toys, clothes, paper & more. Get children's clutter under control.

Contact S.O.S. for additional information.