

# SORT IT OUT!

## 3 Tips on Establishing an Orderly Work Flow Environment

01

### Create a System

A good system is like a well-oiled machine -- built to run seamlessly!

02

### Keep it Simple

Your system must be tailored to your unique working style. It should "flow" with you! Don't over-complicate it!

03

### Discard the Excess

Regularly evaluate your needs and make adjustments accordingly! Don't be afraid to discard what is no longer useful. Identify the essential! Eliminate the rest.

Are you Ready to Get Organized? Call (301) 704-0049 Now!

Karen  
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YOUR BUSINESS FLOW CONSULTANT

LET US HELP YOU SORT IT OUT!

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Sort it Out!

TRANSFORMING CHAOS INTO ORDER

WWW.SORT-ITOUT.COM

Transforming  
Chaos into  
Order!

**Simplify, Structure & Streamline your business & personal affairs with a Flow Consultant!**

Sort it Out! is a professional organizing service specializing in the management of your business and personal affairs. Not only do we organize your documents and clutter so you can utilize your space, we also create and execute strategies for successful internal operations, so you may focus on running your business.

A business flow consultant will manage the tedious internal operations so that you can spend time on the tasks that matter most to you.

**BOOK A CONSULTATION - CALL US (301) 704-0049**

**Allow us to formulate and execute your personalized plan for success!**

**3 MAIN AREAS OF FOCUS**

01

### DeClutter & Organize

When your space is clean and free from clutter, your mind is at peace allowing you to operate in complete freedom.

02

### Internal Business Operations

We will manage your administrative duties, reports and data so that you can manage your business and life.

03

### Special Events & Projects

We focus on all the moving pieces and formulate a system of schedules, contacts and deadlines.

**Reclaim your Time, Money & Sanity**

**WHAT MORE COULD YOU ACCOMPLISH IF YOU HAD SOMEONE TO MANAGE OR ELIMINATE YOUR:**

- Cluttered Work or Living Spaces?
- Missed Deadlines & Appointments?
- Unfulfilled Contracts?
- Outstanding Invoices?
- Overflowing e-mails?
- Mundane Administrative Duties?

Sort it Out!

**LET US HELP YOU Sort it Out!**

We transform Chaos into Order by letting you focus on what is important for your business and in your life, while we formulate and execute a plan for success.