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News Release

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For immediate release

Getting and Staying Organized Seminar Offered at SCC

The average American worker loses at least two weeks worth of time every year looking for lost or misplaced items. In this seminar presented by Southeastern Community College, students will learn how to deal with the Messy Desk Syndrome, quickly find the things you need, maximize storage space, the single most important organization strategy: The 30-Second Secret, the Four Pile Strategy for dealing with information, how to use your behavioral style to create your organization style, and how to find more time.

This free seminar presented by Mike Collins will be offered Thursday, April 9 from 1 to 4 p.m. in T-122 on the campus of Southeastern Community College.

To pre-register, contact Jeanell Sweat at 642-7141, ext. 397 or at jsweat@sccnc.edu.

For more information about SCC's Small Business Center, contact Brenda Orders at 642-7141, ext. 419 or at borders@sccnc.edu.

Visit SCC on the Internet at www.sccnc.edu.