Get Organized!
with Robin Schwartz
Tuesday, March 14, 2017
9:00 am - 12:00 pm
Fee $70 includes nutritious snacks and drinks

REGISTER ONLINE at www.hsctc.org/workshops

Borg Warner Conference Room, Tompkins County Public Library,
E. Green St. at S. Cayuga St., Ithaca (driving and access directions below)
Presented by the Human Services Coalition
Co-sponsored by the Tompkins County Public Library

A WORKSHOP FOR EVERYONE WHO WOULD LIKE TO DE-CLUTTER AND ORGANIZE THEIR WORKSPACE!
Is the top of your desk completely covered in paper (with a little tiny cleared space near your computer)?
Are your desk drawers filled with stuff from your predecessor’s predecessor?
Are your file drawers stuffed to capacity (making it impossible to file anything)?
Do you feel frustrated because you can’t find anything on your desk?
And do you feel like you don’t have the time or the energy to deal with these issues?
Then this workshop is for you! Just like a well-organized kitchen will help you enjoy cooking, a well-organized work space will make your job much easier and can reduce quite a bit of daily stress!

Participants will gain the skills necessary to create a clutter free and organized work space that can be easily maintained forever! Along with instruction, this workshop will leave plenty of time for discussion and planning.

Bonus!: Organizing paper on your physical desk top and organizing files on your computer desktop involve exactly the same skills and tasks.

In this session Robin will cover:
• How to set up a simple system for organizing incoming paper (so it doesn’t end up in piles)
• Planning and envisioning your perfect work space
• Tools to declutter (and declutter and declutter)
• Making decluttering and organizing decisions with ease
• Organizing your desk space so that it helps rather than hinders your work flow.
• Set up functional filing systems for paper.

Testimonials
“One thing I appreciated about the class was that I was able to talk about my struggles with clutter and figure out my way through it so I could come up with a system that worked for me. The other surprise was that I also started to organize other parts of my life!“

“I have hired professional organizers before but somehow I always end up where I started. I hated how my house felt but I also hated dealing with it and procrastinated doing anything about it. Very simply, Robin showed me how to begin and how to keep going. For the very first time I feel like I know how to tackle my stuff and therefore have the motivation to do it! I am seeing great results. The more results I see, the more I want to continue.”
About the Presenter:
Robin Schwartz has been a professional organizer since 1987, when she attended her first National Association of Professional Organizers conference in California. Her clients have run the gamut from having one messy closet to having a house about to be condemned. She has trained employees at Cornell and other local corporations. Her classes have covered a variety of organizing subjects including de-cluttering the home, avoiding procrastination, and office organization. Her classes are informative and she delivers her message with her particular brand of humor, making her presentations both informative and fun.

Since 1993, Robin has worked full-time as the Program Director for the Community Arts Partnership, Tompkins County’s arts council.

To learn more about Robin and her services, visit www.RobinDeclutter.wordpress.com

Registration and Payment
Register online at www.hsctc.org/workshops. If you are unable to register and pay online Please call 607-273-8686 or email registration@hsctc.org.

Cancellation Policy
All registration sales are final. At times a workshop may be cancelled due to inclement weather or other issues. If this occurs, we will post the cancellation on our website: www.hsctc.org/workshops, email all registered participants, and refund any prepaid fees. If you plan to walk-in, please check our website for the most up-to-date information prior to attending.

Scholarships
Limited scholarships are available to agencies whose non-profit board and staff members cannot attend without one. To request a scholarship, email: registration@hsctc.org in advance of the workshop.

Snacks
Coffee, other drinks, and snacks are provided at all workshops; lunch is not provided. Attendees at sessions in the Borg Warner Room may leave and eat lunch on the beautiful Ithaca Commons.

Special Needs
Please notify us if you have any special needs; the Coalition wishes to make its workshops accessible to everyone.

For the comfort of everyone, HSC workshops are fragrance free. We appreciate your cooperation.

Driving and access
The Library is located in downtown Ithaca on the corner of East Green and South Cayuga Streets.

Directions for accessing the Library
The Library does not open its Main door until 9:30 am, so walk to the northeast corner of the building opposite the TCAT Green Street Station, turn right and enter at the door on the right under the green canopy. The Borg Warner room is immediately on your right.

Driving Directions
From North or South on Rt. 13 or 34: Proceed to Green Street in downtown Ithaca. Turn East (toward Cornell and downtown) on Green Street. Proceed approximately six blocks to Cayuga St, take a right turn and proceed as below.

From South on Rt. 96b: Proceed down hill on Aurora Street to East Clinton Street. Turn left and proceed to Cayuga Street. Turn right on Cayuga Street and proceed as below.

From East on Rt. 79 or 366: Proceed to downtown on State St hill and veer right onto Seneca St at the bottom of the hill. Stay in the left lane of Seneca St until you come to Cayuga St. Turn left on Cayuga St and proceed as below.

From West on Rt. 79, 96 or 89: Proceed east to Fulton St. Turn right on Fulton St and stay in the left lane. Turn left on Green St and proceed about seven blocks to Cayuga Street. Turn right and proceed as below.

From all directions: Park in the Cayuga St. parking garage behind the Library and across from the Holiday Inn, or in the Green St. garage (entrance is past the “Pay and Display” and after the Cinemapolis sign on the left) diagonally across from the Library. Please note that “Pay and Display” parking is an option but the cost is twice that of the Green St. or Cayuga St. garages. The Library does not open the main door until 9:30 am, so go to the northeast corner of the Library building next to
the TCAT Green Street Station, turn right and enter at the door on the right under the green canopy. The Borg Warner room is immediately on your right.

**Accessible Parking**

We recommend parking on the first floor (it's actually the second floor of the structure) of the Green Street parking garage near the lime green wall labeled "Green Street." There is an elevator that will take you down to the ground floor which outlets at the crosswalk on Green Street. Cross the street, turn right and it's a short distance to the northeast corner of the library, next TCAT’s Green Street Station. Enter at the door under the green canopy. The Borg Warner room is immediately on your right. If the accessible parking spots are taken near the elevator you can also go one floor up and there are more spaces next to the elevator on the roof.

**The Coalition is a United Way agency.**