



Workshop Series

Generously sponsored by Cape Cod Five Cents Savings Bank

B. ORGANIZED

Innovative Solutions to Become More Productive

The EntreCenter provides free entrepreneurial support to small businesses. It is a division of Coastal Community Capital, a decade-old financial institution providing millions of dollars in loan capital and technical assistance to those who create jobs and businesses.

Coastal Community Capital is an Equal Opportunity Provider

Being organized has become even more important as we strive to do more with less. Paper is the bane of every business. Without a sensible plan, your desk quickly becomes buried in notes, receipts and files - distracting you from important business.

Time is money and many small business owners are spending too much of both. What's needed is a time management system and efficient space and workflow.

- Learn to maximize your space by utilizing the 4 zone system of organization and purging unnecessary clutter.
- Learn to prioritize and become more efficient.
- Learn to assess clutter and inefficient spaces.
- Create plans to streamline office environments; and
- Implement new systems to help you live easier and work better.

Presenter: Nicole Gabai, B.Organized. As a professional organizer Nicole has presented to Merrill Lynch, Mercedes Benz, Smith Barney, Financial Women's Association and the Woods Hole Oceanographic Institution. For more information about Nicole visit www.b-organized.net.

DATE: April 14, 2011

TIME: 9:00 -11:00a.m.

PRICE: For members of the Nantucket Island Chamber of Commerce \$5.00 and non members 15.00.

LOCATION:

Nantucket Island Chamber of Commerce
Zero Main Street

Nantucket, MA

RSVP: Contact [Stacey](#) or call 508-228-3643 for more information. Please keep in mind that our presenter has generously volunteered her time. For her benefit please RSVP early and let us know if you need to cancel!

Sponsors include the Cape Cod Chamber of Commerce and the Nantucket Island Chamber of Commerce

Upcoming workshops:

- QuickBooks for Beginners
- QuickBooks for Contractors

Visit our web site at www.coastalcommunitycapital.org for more information.