

*SANTA BARBARA BOOKKEEPERS
ASSOCIATION*

2010 Seminar on Organization

Are you operating at optimum efficiency

With Sara Caputo

May 8th 8.30 to 12.00

Pepper Tree Hotel

Tree Top Room (upstairs)

3850 State St., Santa Barbara, CA

\$20.00 per member

\$30.00 for non members

Registration 8.30am

Continental Breakfast Buffet 8.30am

9am - 12pm Sara

Title: The Productivity Puzzle: What's Your Missing Piece?

Everyone has an individual Productivity Puzzle or Organizational System. A single missing piece can cause overwhelm, confusion and disorder within your life. If you are missing one of the key pieces of your puzzle, you aren't operating at optimum efficiency.

In this highly interactive and engaging workshop you will boost your productivity by:

- Addressing critical pieces of your puzzle, such as your physical systems, time and calendar, tasks and to-do's and planning and maintaining.

- Uncover tips and tools to successfully manage each piece of your puzzle.
- Implement an action plan to immediately benefit from your new found productive power!

*RSVP with payment
By April 29th 2010*

Menu
Danish, Muffins, Bagels & Cream Cheese
Assorted Yogurt and Fresh Fruit.
Orange or Cranberry Juice.
Tea or Coffee.

Parking

Parking is across from the hotel at La Cumbre Plaza's Parking lot
NOT on the hotel grounds.

Thank you

If you have questions

Please contact

Virginia Graves vgraves1@earthlink.net 805 682 9332

Sue Starlin suestarlin@gmail.com

Lynne Klinkenberg l.klinkenberg@verizon.net

Registration Form

Please make checks payable to SBBA and mail to

SBBA

c/o Pamela Allman CPA

33 W. Mission St., suite 101

Santa Barbara 93105

Names:-

Email address & Phone in case we have any questions:-

Members or nonmembers:-

Amount enclosed:-

To be received by April 29th