

JANUARY: GET IT TOGETHER

Organizational strategies for work and home

MONTHLY WEBINAR

Everything in its Place

Thursday, January 20, 2011
12:00 p.m. - 1:00 p.m.

When we're unorganized, we waste precious time and create chaos in our lives. This session will identify roadblocks to getting organized, and provide techniques to help make the process less complicated.

BE SURE TO REGISTER IN ADVANCE

Register for the webinar on the NYS-Balance website. To participate, you will need an Internet-connected PC and a phone. If the webinar is not scheduled during your break or lunch time, you can view it later online.

RESOURCES: CONSULTANTS AND WEBSITE

Made a resolution to finally get organized? Clear your mind, your workspace, and your home base with tools and tips on living a clutter-free lifestyle. Explore organizational strategies that can finally help you break free from that pile of papers on your desk or the mountain of shoes in the back of your closet.

Need help getting started? Contact your NYS-Balance service for articles, tip sheets, and referrals to organizational resources that can address your specific needs.

Additional resources are available through your NYS Employee Assistance Program (EAP). For more information about EAP and other Work-Life Services benefits, please visit www.worklife.ny.gov.

Andrew M. Cuomo, Governor,
State of New York

Gary Johnson, Director,
Governor's Office of Employee Relations

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