

## **Notes for Workshop Sponsors Regarding Duplication of Workshop Materials**

Workshop Title:                   Get Organized  
Workshop Format:               Lecture, small-group discussion, and written exercises  
Prerequisites:                   None

### **Include in confirmation letters:**

This workshop is designed for people who want to reduce the clutter in their lives and work more efficiently.

### **Preparation necessary before each class:**

Arrange tables and chairs in a rectangular arrangement, if the size of the class permits. If the class is too large for this format, set up several tables and chairs for small group discussion.

### **Notice of permission to copy materials:**

Dreama K. Deskins grants permission to copy these materials for the workshop participants registered to attend the contracted workshop(s). Upon completion of the workshop, the master may be discarded or returned to Dreama K. Deskins at the address listed below.

### **Instructions for duplication of workshop materials:**

Double-side and staple (or place in binder), using white paper.



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