



U.S. Small Business Administration

Time Management and Paper Clutter Tips for Small Business Professionals

Baltimore District Office
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[www.sba.gov/
localresources/district/xx](http://www.sba.gov/localresources/district/xx)

Your Small Business Resource
Every day, the U.S. Small Business Administration and its nationwide network of partners help millions of potential and current small business owners start, grow and succeed.

Resources and programs targeting small businesses provide an advantage necessary to help small businesses effectively compete in the marketplace and strengthen the overall U.S. economy.

SBA offers help in the following areas:

- Starting a Business
- Financing a Business
- Growing a Business
- Opportunities in Contracting
- Recovering From Disaster
- A Voice for Small Business in Government

Visit SBA online at www.sba.gov for 24/7 access to small business news, information and training for entrepreneurs.

All SBA programs and services are provided on a nondiscriminatory basis.

Attend this free workshop to receive valuable information on time management and tips for dealing with your mountain of paper clutter. Learn how to manage your daily activities more efficiently, enabling you to meet your deadlines with less stress.

- Stop Procrastination
- Manage Interruptions More Productively
- Regain Control Of Your Email
- Get Organized
- Keep Your Desk Clutter Free
- Manage Rush Jobs & Meet Deadlines

THURSDAY, SEPTEMBER 16, 2010

10:00 AM—12:00 PM

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Registration is preferred by not required. Space is limited.
Register by emailing tonia.mccoy@sba.gov

For more information contact:

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