

14TH ANNUAL NAPO-SAN FRANCISCO BAY AREA CHAPTER REGIONAL CONFERENCE



SATURDAY, OCTOBER 26, 2002
8:30 AM TO 6:30 PM
EMBASSY SUITES HOTEL
WALNUT CREEK, CALIFORNIA

Presenting These Esteemed Keynote Speakers:

BARBARA HEMPHILL
HOW BIG IS YOUR VISION?
Secrets to Speed Your Success

After 25 years in organizing, one industry pioneer shares hard-won insights that can save you time and money in building your business. This presentation can help you:

- Overcome the fear factor in creating your big vision
- Define your goals and match them to a business model
 - Benefit from the clarity that overcomes complexity
- Harness your special abilities and focus on your core gifts
 - Enlist resources to create your future

This unique presentation also includes a sneak preview of Barbara's next book and the new direction her business is taking.

Author of the Kiplinger *Taming the Paper Tiger* series, Barbara Hemphill (NAPO's 1995 National President) enjoys working with an international core of clients and returning to her base in Raleigh, NC, where she continues to host trainings for Paper Tiger Authorized Consultants.

HAROLD TAYLOR
TIME FOR SUCCESS

Time is the most misused resource. In this closing keynote, Harold will help us take what we've learned throughout the day and prioritize and assimilate it into our daily lives so that we can succeed in Growing Our Vision.

President of Harold Taylor Time Consultants, Inc., Harold Taylor has been speaking, writing, and conducting training programs on the topic of effective time management for more than 25 years. Harold has developed over 50 time management products and has written 15 books, including a Canadian bestseller, *Making Time Work For You*. He is a past director of the National Association of Professional Organizers and received their Founder's Award in 1999 for outstanding contributions to the organizing profession.

SESSION ONE

1.1 HOT TIPS & TRICKS: MS Word, EXCEL, and Internet Explorer

Get the most out of the programs you use all the time. Equal time will be given to each of these products with additional time for questions. *Sandy Stelter of SOS - Strategic Organizing Solutions, is a consultant for the Solano College Small Business Development Center. Clyde Lerner, founder of In The Moment Computing, specializes in organizing and simplifying people's computer lives.*

1.2 THE PAPER DANCE

If you've been mystified about how to help your client (or yourself) cope with the massive amounts of paper that enter the door, this is the workshop for you. Putting paper in its place, emotionally and physically, is a first step in getting folks motivated to deal with it. We've assembled an array of tools and techniques for assisting people with their paper so they can have more time and energy to do what they love. *Katherine Korlacki, MS, and Barbara Summers, Solutions for the Critical Mess, are home and office organizers and Golden Circle members.*

1.3 ORGANIZING BY BRAIN TYPE

Did you know that certain behavior types trigger disorganization? With scientific verification, this workshop will cover the brain types that influence our lifestyles. Learn your own type and how to determine your client's type. *Lanna Nakone, owner of Perfection Prevails, has been successfully assessing and encouraging the mastery of the mundane in corporate and residential settings. She is a NAPO member who speaks annually at the National Conference and is currently writing a book entitled, How Can You Find Your Self When You Can't Even Find Your Keys?*

1.4 ADHD: THRIVING ON CHAOS

Learn about the complexities of Attention Deficit Hyperactivity Disorder and why clients with ADHD do what they do. Receive practical explanations and management strategies related to clutter, procrastination, hoarding, impulse buying, and emotional reactivity, as well as a greater understanding of why chaos persists for clients with ADHD. *Roland Rotz, PhD, is a licensed psychologist and director of Lifespan Development Center in Carpinteria (near Santa Barbara). With over 20 years of experience in effective treatments for children, adolescents, and adults with ADHD, Dr. Rotz shares his knowledge in an energetic and informative manner.*

1.5 KICK START YOUR DREAM BUSINESS

You have the passion, now take action. Get inspired and close the gap between dreams, taking action, and achieving success. Walk away with practical action steps to grow your business, stay motivated, and minimize risk. *Romanus Wolter, motivational speaker, consultant, and author of Kick Start your Dream Business, has shown thousands of people how to make a living from what ignites their passion. He has appeared in Entrepreneur Magazine, Business Week, and the San Francisco Chronicle.*

1.6 "GET IT TOGETHER" WITH CLOSET DESIGN & SPACE PLANNING

Make the most of each space. Tips for the new and seasoned organizer on how to quickly identify systems and space clearing and double any home or office space. *Anna Tonkin, of Get It Organized, has training in closet and office design and an extensive interior design background. Based in the Sacramento area, Anna has clients throughout the nation, and has been featured in numerous TV, radio, and print articles. Teaching has become her passion.*

SESSION TWO

2.1 SPEAK WITH IMPACT

See how others see you, in this on-camera workshop. While developing speaking skills and ways to impact presentations, attendees will let go of unwanted behaviors and stretch to a new level. *Gail Johnson, owner of Lasting Impressions, specializes in voice, body language, and presentation techniques. She has appeared in television commercials and as host of "City Talk." She offers monthly workshops and individual coaching.*

2.2 CLEARING FINANCIAL CLUTTER

Whether managing finances for your clients or your own business, gain confidence in tackling the area so many people prefer not to deal with. This workshop will explore the taboos of money as well as practical management options. *Ami DeAvilla, owner of Creative Solutions, offers her personal and small business clients greater awareness of their lives through their finances. As an organizer and bookkeeper, she combines her background in psychology and management with her knack for numbers.*

2.3 GUERRILLA PUBLICITY

This is a presentation that will help Professional Organizers get their word out. These powerful and practical public relations techniques will enable participants to master their message, develop an angle, handle the media, and create the "ooh - ahh" factor. *Jill Lublin is a public relations/marketing consultant. She speaks nationally and is also author of the book, Guerrilla Publicity.*

2.4 PACK RATS: SOLUTIONS

Compulsive hoarding is the acquisition and failure to discard a large number of possessions that appear to be useless or of limited value in an attempt to postpone or decrease distress or anxiety. This workshop will cover the essential features of compulsive hoarding, the Cognitive-Behavioral view of the origins of the problem, and how Professional Organizers can be most effective in working with people to deal with this problem. *Michael A. Tompkins, Ph. D. is the Director of Training at the San Francisco Bay Area Center for Cognitive Therapy, and is a licensed clinical psychologist and Assistant Clinical Professor at the University of California, Berkeley. He is an accomplished teacher and was awarded the 1994 Outstanding Teacher of the Year Award at the California Pacific Medical Center, San Francisco and has presented widely on the topic of cognitive-behavior therapy.*

SESSION TWO (continued)

2.5 DOES YOUR THINKING LIMIT YOUR INCOME?

Increase your income by improving your thinking. Through experiential exercises, explore the relationship among perceptions, behaviors and the bottom line. *Jean O'Neill, of Productive Learning & Leisure, took her focus from helping others through her field of nursing to training and presenting programs on making better choices.*

2.6 AFTER A MOVE: RESTORING ORDER TO A HOME

How to provide valuable support after one of the most stressful events in our lives. Attendees discover how to avoid breaking the crystal or your back, along with preparations before the boxes arrive. *Genevieve Auguste, president of Art of Moving from the Washington DC area, has over 15 years in the field of move organizing. She has conducted workshops at NAPO National as well as speaking to realtors and developers in her area. Genevieve is the president of NAPO's Washington D.C. Metro chapter.*

REGISTRATION

Location: Embassy Suites Hotel
 1345 Treat Blvd., Walnut Creek, California 94596
 Telephone: 925-934-2500 or 1-800-EMBASSY (362-2779)
 Reservations: \$129 for king suite (up to six people per suite)
 Mention NAPO and reserve by 9/26 to get this rate.
 Directions: Treat Blvd. exit off Hwy 680 (across from Pleasant Hill BART)

Conference Fee: Includes handouts, continental breakfast, buffet lunch, beverages, and afternoon refreshments.

Special Policy: All NAPO-SFBA events are scent free.
 Please do not wear products with fragrances so that all our attendees can participate fully.

Cancellation Policy: A 50% refund if requested on or before September 20, 2002. No refund after September 20, 2002.



To register for this event, send your completed Registration Form and a check made payable to NAPO-SFBA to:
Joyce Weissman/Get Organized
 PO Box 20724, San Jose, California 95160
 naposfbaregionalconference@yahoo.com #408-268-0242
 To pay by credit card, please visit our website: www.napo-sfba.org
 Registration Form MUST be mailed whether paying by check or credit card

Enrollment is limited to 190 people, so REGISTER TODAY!
 For additional information, check updates on our website: www.napo-sfba.org

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Method of Payment: Check _____ PayPal _____ Check # _____ Date on Check or PayPal: _____
 Early Bird postmarked on or before 9/13/02: NAPO Member \$149 _____ Non-Member \$180 _____
 Postmarked after 9/13/02: NAPO Member \$175 _____ Non-Member \$210 _____

NAME _____
 BUSINESS NAME _____
 BUSINESS ADDRESS _____
 CITY, STATE, ZIP _____
 BUSINESS PHONE _____
 E-MAIL _____
 WEBSITE _____

Please indicate the workshop that you plan to attend during each session.
 Choose only ONE per session.

SESSION 1:	SESSION 2:	SESSION 3:
<input type="checkbox"/> 1.1	<input type="checkbox"/> 2.1	<input type="checkbox"/> 3.1
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HOW DID YOU HEAR ABOUT THIS EVENT? _____

SESSION THREE

3.1 ASK THE EXPERTS PANEL

Take advantage of this wonderful chance to get answers to your most vexing professional organizing questions from six of our local chapter Golden Circle Members who have seen it all: *Jennie Brown, Judi DeVivo, Michelle Elliott, Terry Prince, Sandy Stelter, and Angela Wallace.*

3.2 PERSONALITY POWER: EFFECTIVE INTERPERSONAL SKILLS FOR INCREASED TIME MANAGEMENT

This workshop addresses how personalities dictate the way people manage time and organize themselves. Based on work in *The Color Code®* by Taylor Hartman, this informative and fun workshop is helpful for personal and professional development. *Marie Casarella, MA, founder of Organize Your World in Allentown, PA, has been designing and delivering training programs as well as providing management consulting services for more than 20 years. Marie is nationally recognized for her expertise in the field of productivity.*

3.3 PAPER OR PALM?

How do you decide what to use yourself and what is best for your clients? This workshop will present various kinds of planners, both paper and electronic, and how to use them. Third party accessories to the PDAs will also be covered. Gauge the advantages and disadvantages of each type of system so you can make informed choices. *Paul Alpert is an independent CPA who has a long-standing interest in tools for time management. Tys Sniffen is a professional organizer who has a long history of work with high tech and the tools and gadgets that are designed to make one more efficient.*

3.4 CREATE A COMPELLING VISION TO GROW YOUR BUSINESS

This interactive and invigorating session will show organizers how to create a compelling vision that will help them enjoy ease and experience success. Organizers will leave this presentation with a new perspective, in addition to a list of action items to move their businesses and their lives forward. *Caterina Rando, MA, MCC, is an international professional speaker, author of Learn to Power Think and co-author of Give Stress a Rest.*

3.5 ENHANCE YOUR IMAGE...AND GET YOUR MESSAGE HEARD

In this hands-on workshop, you will learn how to give the best possible impression in any setting. As participants, you will walk away with specific ideas about how you can enhance your image by improving your wardrobe, behavior and communication style. *Huda Baak, founder and President of Stand Out Communication, is an award-winning image consultant who grew up among members of Middle Eastern royalty, ambassadors, celebrities, and business executives from around the globe.*

3.6 50 WAYS TO MARKET YOUR ORGANIZING BUSINESS

Are you seeking a new plan of attack or a jump-start to your current marketing plan? Learn to effectively get the word out about your organizing business through research and development, advertising, websites and networking. *Elaine Kokai, president of Better Organized, is a member of the Chicago NAPO chapter. With degrees in psychology and education, she now teaches how to organize space, time and paper.*

National Association of Professional Organizers

San Francisco Bay Area Chapter

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