



**Porter Knight & Catherine Matosky**

# Get and Stay Organized!

**Organized by Knight teaches**

- Productivity,
- Balance, and
- Mastery of goals

One-on-one training for individuals, with an emphasis on workplace productivity, time and project management, and efficient system and process design.

Contact us at 453-3940 or [www.OrganizedByKnight.com](http://www.OrganizedByKnight.com)

*Hands-on • Supportive • Non-Judgmental*

***Celebrating over 12 years of organizing!***