

News: February 10, 2016–for Immediate Release
Re: South Suburban College, www.ssc.edu
Contact: Public Relations (708) 596-2000, ext. 2463

BREAKFAST WITH BCI WORKSHOP SERIES PRESENTS STOP THE INSANITY!! BOLSTERING YOUR TIME MANAGEMENT TOOLBOX

SOUTH HOLLAND, IL– The South Suburban College Business & Career Institute (BCI) presents a Breakfast with BCI Workshop titled *Stop the Insanity!! Bolstering Your Time Management Toolbox* on Thursday, March 3rd from 8:30 a.m. – 10:00 a.m., with check-in and continental breakfast to begin at 8:15 a.m. This workshop will be held in the South Suburban College Mi-Jack Conference Room (1st floor) and will be presented by Colleen Klimczak, Certified Professional Organizer.

In this interactive and hands-on workshop, Colleen will provide practical and useful suggestions on the following topic areas:

- Managing priorities
- Overcoming perfectionism and procrastination
- Tasks and to-dos
- Smart scheduling
- Routines that work

You will leave with sure-fire ways to keep your office and calendar more organized and efficient, leading to a less stressed you.

Colleen Klimczak, CPO, is a Certified Professional Organizer and owner of Peace of Mind Professional Organizing, LLC. Since 2003, she has helped hundreds get a handle on their space, stuff, paper and time, finding Peace of Mind in their personal and professional lives. Proficient in both residential and small business organizing, Colleen speaks to professional groups, women’s guilds and Mom’s Groups, and at local libraries, recreation departments and park districts.

The cost of the workshop with continental breakfast is \$15 per person or \$10 per person if three or more from the same company attend. Check, Visa, MasterCard and Discover are accepted. Reservations and payment are required by 5:00pm on February 29th. For more information or to register, please call (708) 596-2000, ext. 3254 or email AGlumac@ssc.edu. South Suburban College is located at 15800 S. State Street, South Holland, Illinois.

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