



Andrea Brundage

TURNING CHAOS INTO CALM

8 SIMPLE PRINCIPLES  
TO TURN CHAOS INTO CALM

- S Simplify your life
- I Identify problem areas
- M Make "me" time
- P Plan ahead
- L Let go excess
- I Involve your people
- F Find help
- Y You CAN do it



## "ORGANIZATION IS A TEACHABLE SKILL."

Andrea Brundage is a professional organizer, productivity consultant, and author. She founded Simple Organized Solutions (SOS) after years in administrative management and accounting. Never one to shy away from a challenge, she embarked on her journey with SOS after spending years streamlining and creating systems in the corporate world.

## A SAMPLING OF ANDREA'S TOPICS

### *Creating A Supportive Office Space*

Entrepreneurs and busy professionals often find themselves overwhelmed in the busyness of the business and they do not take the time to ensure their workspace supports their success. In this workshop, you will get organizational tips, techniques, and re-introduced to tools that will help you function in an intentional and supportive office space.

### *Finding Balance in an Unbalanced World*

If you are running on empty, overwhelmed and exhausted because your life and your work are out of balance, then this workshop is for you. Learn how to take back control of your life, create a supportive environment, and stake boundaries to protect your time so you can get closer to a life in balance.

### *Optimizing Your 24/7*

Identify your time management personality and learn ways to optimize and regain control of your 24/7.

### *Get Organized: At Home & At the Office Series*

Educational workshops and presentations on organizing topics for the individual and for the business owner.

### *Downsizing, Rightsizing & Tidying Up*

Downsizing is a popular topic for retirees, however everyone should strive to live "rightsized." That means purging out things you no longer want, love, or use. It also means creating supportive spaces, no matter the square footage.

### *Organize & Tidy Up: Simplify Your Life & Reduce Stress*

Lighten the load. Experts report a correlation between clutter and stress. If you feel burdened and stressed by the amount of stuff in your space, you will love this presentation.

## Contact

To schedule Andrea for your workshop, conference, or event, call or visit:

 +1(480) 382-1085

 [andreabrundage.com](http://andreabrundage.com)

## What Others Say:

"You brought structure and order to the office as well as warmth and a kind heart. You have improved my quality of life."  
-Dan P.

"Andrea is amazing! Her ideas and concepts for organization take hours of mindless nonsense and turns them into major productive minutes. Her classes are a MUST for everyone! She gets an A+ rating in my book!"  
- Jennifer S.