

# JULIE MILLS, CPO®

## Stop Running in Circles— Get All Squared Away!

### Select the Presentation that BEST Meets What *Your* People Need:

Are people in your business or association ready to learn a new skill and immediately improve their lives?

Julie customizes her presentations to meet your group's needs. Select from these topics:

#### **"Time: Waste Not, Want Not"**

Beat the clock. Learn effective time management techniques from scheduling appointments, to project management, to never answering emails in the morning.

#### **"Avalanche!!"**

Piles do not equal files. Learn how to create an easy-to-use filing system, task management, and paper-flow management techniques. Say goodbye to piles!

#### **"There's A Hole in My Pocket, Dear Liza..."**

Is your business losing money? Then fix it dear Henry! Discover ways to control the paperwork, track clients, communicate within your company, and save money!

#### **"What is Your Style?"**

We each have an Organizing Style. Discover your style, the tools, and the techniques that best fit your personality in order to achieve organizing success.



**Professional Organizer,  
Speaker & Consultant**

**Julie Mills, CPO®** is an energetic speaker who is passionate about teaching people how to get control of the chaos in their lives. She facilitates seminars with laughter and authenticity, while engaging her audience with interactive discussions.

#### Julie's seminars are great for:

- ✓ Business Training
- ✓ Lunch & Learn Sessions
- ✓ Civic Groups
- ✓ Educational Groups

As founder of All Squared Away in 2006, Julie has logged over 3,500 hours educating and working directly with clients.

#### Testimonials

*"The presentation was priceless and perfect."*

*"Very good information that I can utilize at my office."*

*"Very knowledgeable, very creative, and very interesting."*

### **Call for availability & booking information:**

**304-698-AWAY**

[jmills@allsquaredaway.com](mailto:jmills@allsquaredaway.com)

[www.allsquaredaway.com](http://www.allsquaredaway.com)

# JULIE MILLS, CPO®

## Meet Julie Mills, CPO®

Julie Mills' passion for organizing started at an early age. Her ten years of teaching experience lent themselves to a love of educating others. Julie has spent seventeen years developing practical systems and tools that encourage people to get organized in all aspects of their personal and professional life. **Find out how she can help YOU!**

## Credentials

- Level I Certificate Chronic Disorganization
- Inst. for Challenging Disorganization Member
- Vice President, Pgh NAPO Chapter, 2011/2012
- NAPO Member since 2006
- NAPO Pittsburgh Member since 2006
- NAPO State Ambassador (West Virginia)
- NAPO in the Schools Certified Trainer
- Graduate Leadership Monongalia County 2008
- Contributing Writer -WV Living Morgantown
- Contributing Writer -WV Family Magazine

## Partial List of Clients & Venues

- Greater Bluefield Chamber of Commerce
- WV Health Information Association
- WV Directors of Volunteer Services
- Marion Regional Development Corp.
- Faces of Leadership Conference
- WV Living Magazine
- WVU NRCCE
- createTank
- WVU Dept. of Occupational Therapy
- Monongalia General Hospital
- Blaine Turner Advertising
- Jackson Kelly Law Offices
- North Marion Chiropractic Clinic
- Asayo Creative
- Gaddis Consulting Group
- Elements of Etiquette
- Morgantown's Dot Com
- Morgantown Chamber of Commerce

**"Nothing Changes--**

**Until WE Do."**

Organize



**Invite Julie to Speak TODAY!**

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