



## Business Organizing

*An intuitive approach to creating order*

Isn't it time to get your files in order?

Noreen Cooper Heavlin has a background in library science and will create a custom designed organizational system tailored to your needs that lets you keep information easily accessible.

- Home Office
- Small Business
- Corporate

A practical and flexible approach — smoother paper flow, electronic databases, and organized computer files — saving you time and money.

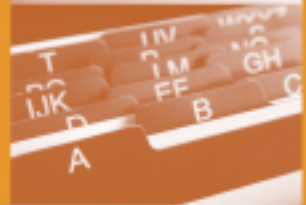
**Noreen Cooper Heavlin** earned her Master's in Library and Information Science from San Jose State. She tailors her services to fit the needs of each client. Using an intuitive approach, she'll guide you through the labyrinth of clutter, helping you sort things out to create order and harmony.

**Member:**

National Association of Professional Organizers  
National Study Group on Chronic Disorganization  
Half Moon Bay Chamber of Commerce

### **SORTING THINGS OUT**

Noreen Cooper Heavlin, MLIS



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order by design



## Home Organization

Learn to manage your belongings, cutting out clutter to create a more harmonious home. We don't impose order, we create it from within. After sorting your things we'll find the most practical way to organize:

- Offices
- Files
- Libraries
- Kitchens
- Bedrooms
- Garages
- Attics

Sorting things out solves clutter problems and often includes uncovering lost treasures – you'll be amazed at what you can find.

## Research Services

With a Master's degree in Library and Information Sciences, Noreen Cooper Heavlin has the skills to find the data you need.

- Medical Information
- Product Analysis
- Market Research

## Other Internet Services

Whether you're looking for information on the latest medical research or searching for summer camps for kids, we can help. We also research the value of belongings and help you sell them on eBay or Craigslist.

Internet training for ages 5-95.

## Clutter Control

*Reclaim the sanctity of your home.*

Sometimes it takes a professional to solve the problem. It's worth it. Reducing clutter can free up a lot of time and money.

- Sell or donate excess
- Set up filing systems
- Streamline paper work

Call for a free consultation: 650-619-6894

Follow-up services available for maintenance