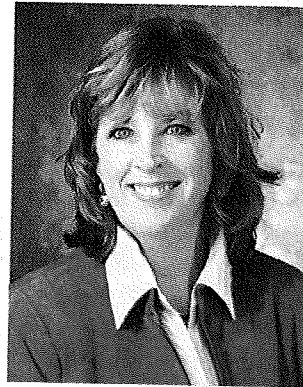


# Preferred Professionals Hear Keynote Speaker

Certified Professional Organizer Michelle D. Katzman was the guest speaker at the Preferred Professionals of Martin County's Jan. 17 meeting where she presented the group with the A, B, C (and D's) of Small Business Organizing. Highlights included tips on: productivity /



*Michelle D. Katzman*

profitability, time management, customer service, paper management and office efficiency.

According to Katzman, "Being organized has several components and looks different for each individual; however, organized people are more apt to find things when they need them, be prepared, be on time and be in control. They also share one common trait – they don't delay decision making!"

After receiving an Master of Business Association degree from Widener University in 1985, Michelle worked as a director of project management for an independent research firm located in Philadelphia, Pa. In 1997, she relocated to Florida where she continues to provide organization/business management services for both professional and residential clients. Michelle has been a proud member of the National Association of Professional Organizers since 2001 and is currently the president of the South Florida Chapter. She is one of only 16 certified professional organizers in Florida. Michelle can be reached at [www.myprofessionalorganizer.net](http://www.myprofessionalorganizer.net) or at (772) 288-6245.