

"Have a Happy Holiday"

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With everyone so busy this Holiday season, I didn't want to add another thing to your list of to dos.

I just wanted to say, "I hope everyone has a wonderful holiday and a prosperous 2010 year!"

Sabrina



## Try It...Organizing

"When taking down your decorations, get rid of the ornaments and other decorations that are unused or broken. It will make more space for new decorations in the future."

## Monthly Quote

**"At Christmas play and make good cheer, For Christmas comes but once a year."**

- **Thomas Tusser**

Source: [www.quotationspage.com](http://www.quotationspage.com)

## Check Out Our Services

Life Organizing

**Personal Assistant:** Need help with weekly or monthly chores. Confidential! Personal bill paying and Reconciling checking and credit card accounts, Setting up and tracking investment accounts in Quicken, Running errands, Movie cataloging, Customized grocery lists, **No contract. \$35.00/hour (on-site work) and \$25.00/hour (Virtual/off-site)!** Contact us

Solution Consultations

**Organizing:** Need ideas to organize your space, try **Solution Consultations**. you received a 1-2 hour consultation to discuss the goals for your space as well as an emailed Solutions Report detailing your goals with photos and links on needed products. **No contract. Give this service as a Gift! \$200.00** Contact us

SABRINA'S  
Admin Services

**Administrative Support:** Mail sorting and Reconciling business and personal checkbooks, Small organizing projects, Accounts payable, Accounts receivable, Data entry, Creating and maintaining Filing systems, Typing documents (emails & letters) Creating documents in Microsoft Excel or Word, Website up-