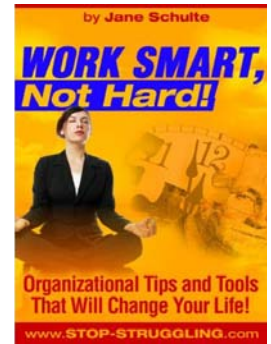


# The PENDING System

PENDING stands for Put an End to Needless DistractioN<sup>TM</sup>

*It is the organized person's secret weapon of clutter control and time management. This system will help you organize your paperwork and emails so that you will never miss a deadline again!*



One of the tools from the book **WORK SMART, Not Hard!**

*Get started with your PENDING system by purchasing this ready-to-use kit!*

LEGAL SIZE  
**\$30.00**

LETTER SIZE  
**\$25.00**

Put it in a drawer ...



in a rolling cart...



or in your traveling PENDING!



Know someone who could use a little help getting organized?

Not only will The PENDING System work for you at the office, but also at home!

PRISM