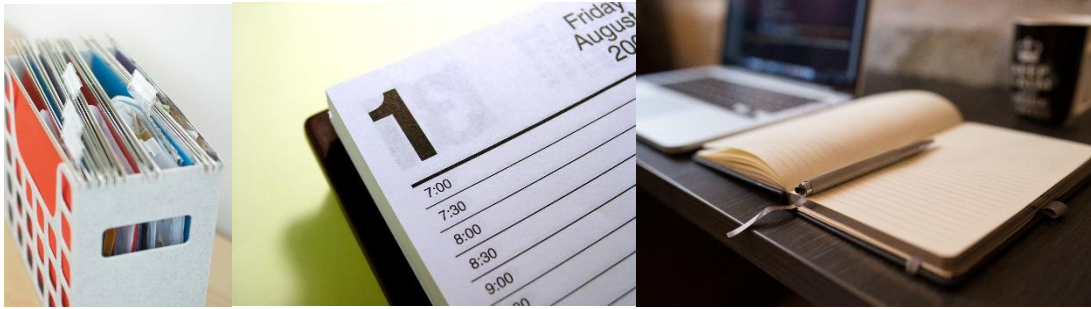


# GETTING ORGANISED, STAYING ON TRACK

10AM – 12PM EACH WEDNESDAY 19 JULY – 2 AUGUST



## ***Can't find important information, missing appointments or not managing your money well?***

***Getting Organised, Staying On Track*** is the program you need.

It will be a combination of workshops as well as individual coaching over a three-week period.

The program is delivered in a workshop setting for 1.5 - 2 hours and then one on one coaching is optional after the workshop.

The coaching will focus on goals from individual goals or objectives set at the beginning of the program.

We'll explore:

1. *Getting organised* – important papers & information, keeping appointments
2. *Understanding your benefits* - Centrelink options, discounts, savings, No Interest Loans, EAPA and PAS vouchers
3. *Keeping track of other stuff* – bank accounts, having cash, managing your bills, and staying on track with emails.

Stepping Out will provide basic supplies for ***Getting Organised, Staying On Track***. To get started, bring some of your documents, and what you use now for appointments and contacts.

*Understanding Your Benefits* – we'll share tips on self-advocacy with agencies such as Centrelink, getting access to assistance and what's available to help you save money.

In *Keeping track of other stuff*, we'll consider the best banking services and apps for you, share a money plan to assist you to keep track of when money is coming and going out, and spend time on bill smoothing to take the stress out of paying bills.

*Bev Lange is an experienced trainer and coach, working with people to become more efficient and effective in the workplace.*

## **Cost**

Stepping Out clients - \$15 for 3 weeks

Non Stepping Out clients - \$30 for 3 weeks

**\*\* 50% deposit required on booking and the balance due in the first week of the series**

## **Where**

Classes are held at Ground Floor, **453 Parramatta Rd, Leichhardt.**

**Book now to reserve your place for the series of 3 classes, as it is limited to 10 people. We ask that you commit to all 3 classes to gain the most benefit.**

Please contact Stepping Out on 9550 9398 or complete the contact form on [www.steppingout.org.au](http://www.steppingout.org.au).

