



Overview of The Productivity Pro®, Inc. Services

The Productivity Pro®, Inc. focuses solely on productivity improvement in high-stress industries and environments. Most of our clients are Fortune 1000 companies, and we also work with associations, government agencies, non-profit groups, small and medium size businesses, and private individuals.

The Productivity Pro®, Inc. offers a full range of services, all designed to support our corporate purpose of helping individuals, teams, and organizations create Maximum Results in Minimum Time® and develop high-performance cultures. We are experts on integrating the importance of productivity gains in business with the retention of key employees. We promote a win/win proposition of productivity, where organizations achieve greater efficiency and higher profitability, and employees experience greater work satisfaction and life balance.

We work with all levels of the organization, from the bottom to the top, creating customized solutions to help participants achieve improved performance. Every program and every client is different. Our principles and systems are universal and can help anyone at any level increase output, improve quality, and save time—customized to that audience's particular needs and challenges. After nearly 20 years consulting in the productivity space, Laura has worked with over 600 clients and has experience in nearly every industry and level of employee.

There are **Five Levels of Engagement** with Laura Stack and The Productivity Pro®, Inc.:

1. **INDIVIDUAL.** Our library of productivity resources includes books, eBooks, eCourses, articles, DVDs, MP3s, blogs, podcasts, and self-study programs to support individual learning or licensing.
2. **VIRTUAL.** Our live webinars, pre-recorded webinars, streaming videos, and LMS (Learning Management System) provides distance elearning, scalable around the world.
3. **INSTRUCTOR LED.** Laura's keynote speeches garner enthusiasm about the personal benefits of productivity and create the necessary buy-in to start productivity initiatives. Her customized seminars teach the principles, systems, and skills necessary to implement positive productivity changes.
4. **PROCESS.** Our follow-up team teleseminars, pre- and post-testing, book clubs, daily tips, weekly video series, quarterly webinars, and individual coaching programs instill new behaviors. Our train-the-trainer programs allow your trainers to present our programs internally.
5. **SYSTEM.** Continuous productivity improvement and initiatives are embedded in the DNA of the organization. Consulting helps you assess weaknesses and opportunities for improved organizational productivity. Focus groups, meeting facilitation, and assessments identify and remove the often hidden barriers to performance. Spokesperson services extend your brand. Retainer programs offer continued access to Laura through unlimited email and phone calls.

These services can be selected individually or in combination to significantly improve performance and output. Please contact our office to explore how we might be able to support your individual, team, and organizational productivity goals.



LEVEL 1: INDIVIDUAL

FREE RESOURCES

Sign up for my free monthly newsletter, The Productivity Pro®:

http://www.theproductivitypro.com/r_subscribe.htm

Laura's website has over 140 free articles for download:

http://www.theproductivitypro.com/FeaturedArticles/article_map.php

FREE downloadable worksheets, checklists, and resources:

http://www.theproductivitypro.com/r_free_stuff.htm

Take the quizzes FREE from Laura's four books:

http://www.theproductivitypro.com/r_quizzes.htm

Get a FREE tip of the day via email:

http://www.theproductivitypro.com/r_subscribe_365Tips.htm

Video podcast/blog/iTunes

<http://www.theproductivitycenter.com/>

On-Demand webcasts sponsored by Microsoft

http://www.theproductivitypro.com/r_webcasts.htm

SOCIAL MEDIA

Subscribe to Laura's blog: <http://www.theproductivitypro.com/blog/>

YouTube Channel <http://www.youtube.com/theproductivitypro>

Follow Laura's on Twitter: <http://twitter.com/laurastack>

Become a Fan of The Productivity Pro®: <http://www.facebook.com/productivitypro>

Link with Laura: <http://www.linkedin.com/in/laurastack>

Join our LinkedIn Group, The Productivity Pro® Alumni, to exchange ideas and insights: <http://www.linkedin.com/e/vgh/1259217/>



VIDEO AND AUDIO TRAINING

Video of the day for 100 days

http://www.iampify.com/store/product_details/Laura-Stack/Leave-the-Office-Earlier-All-100-Modules-for-the-next-100-days/product_id/5336

“You Can Be a Productivity Pro” 20-day video skills training

http://www.theproductivitypro.com/t_vidlib_productivity_pro.htm

Self-study audio and workbooks

http://www.theproductivitypro.com/t_self_study_audio.htm

Learn personal productivity techniques in your car or sitting at your desk. Each one-hour audio recording features Laura Stack LIVE! Each recording comes complete with its own self-study workbook, containing exercises, checklists, tools, and templates to apply your learning. Your purchase includes a .zip file with the audio recording and .pdf workbook. You can burn the file to CD or listen at your computer. Buy individually or at a discount for all 10 modules.

CD and DVD Boxed Training Sets

http://www.theproductivitypro.com/t_boxed_sets.htm

Each boxed set contains 14 audio CDs and 1 DVD from the top experts in the field:

1. Leadership Success: Motivation and Inspiration from Today's Success Coaches.
2. Sales Success: Everything you need to know to Increase your Earning Power.
3. Live Your Best: Inspiration for Today's Woman from Today's Top Motivators.

Live Workshop Recordings

http://www.theproductivitypro.com/t_live_seminars.htm

MP3s

http://www.theproductivitypro.com/t_mp3s.htm

OTHER RESOURCES

Our main web site shopping cart with an overview of all the productivity tools we offer:

http://www.theproductivitypro.com/t_productivity_tools.htm.

Laura's books: http://www.theproductivitypro.com/t_books.htm

SuperCompetent book site: www.SuperCompetentBook.com

The Exhaustion Cure book site: www.TheExhaustionCure.com

The Productivity Pro® planner by Day-Timer: www.daytimer.com/laurastack



LEVEL 2: VIRTUAL

Our webinars, pre-recorded videos, and LMS (Learning Management System) provides distance learning scalable around the world.

WEBINARS and ONLINE TRAINING

Our series of productivity webinars: http://www.theproductivitypro.com/s_virtual-webinar.htm (if you'd like to sample one, email me the title and I will send you a link to download the webinar).

Outlook training webinars: www.TheProductivityPro.com/outlook. Our Outlook series is available streaming online. Here is a direct link to one of the most popular modules on Outlook Time Savers: <http://www.theproductivitycenter.com/elearning/outlook-2007-training-modules/outlook-2007-7/> and the password is 09learning.

Social Networking / Collaborative Learning:
http://theproductivitypro.com/s_socialnetworking.htm

Experience the Productivity University LMS Portal

Now your entire team can experience Laura Stack's training in the privacy of individual offices! Gain access to 30+ hours of productivity training online for a very low cost per employee (available as a license for your in-house LMS as well). The Productivity University LMS includes these programs:

- * 10 hours of Microsoft Outlook 2003 videos, workbooks, and quizzes
- * 10 hours of Microsoft Outlook 2007 videos, workbooks, and quizzes
- * 10 hours of videos in Laura's "Leave the Office Earlier" series

Visit <http://www.TheProductivityUniversity.com> to see our online LMS. Call us to get a username and password. Then click on "My Training" on the navigation menu and you can view the "Leave the Office Earlier" training series, and click on "Catalog" to peruse other offerings there.

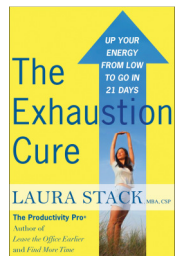
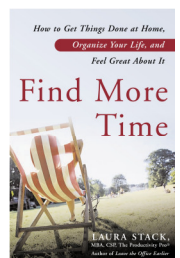
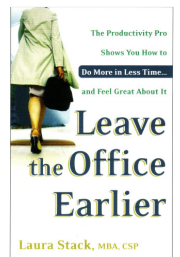
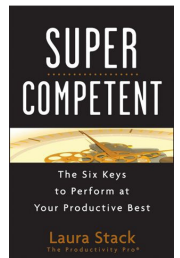
LEVEL 3: INSTRUCTOR LED

Laura's keynote speeches get people enthusiastic about the personal benefits of productivity and create the necessary buy-in to start productivity initiatives. Her seminars teach the principles, systems, and skills necessary to implement positive productivity changes. Our train-the-trainer programs allow your trainers to present our programs internally.

Keynotes Based on Laura's Bestselling Books

For a list of descriptions and course objectives, visit www.TheProductivityPro.com/keynotes

1. ***SuperCompetent: The Six Keys to Perform at Your Productive Best.*** Laura's **HIGH PERFORMANCE** keynote gives key talent proven methods to reach peak performance and achieve breakthrough results. You'll discover the Six Keys to unlocking your full potential: Activity, Availability, Attention, Accessibility, Accountability, and Attitude. The Productivity Pro® gives you a clear and practical system for achieving Maximum Results in Minimum Time®. By contrasting SUPERCOMPETENT® Hero Thinking with Simply Competent Zero Thinking, you'll see that transforming your performance is not about mantras but mindsets.
2. ***Leave the Office Earlier: How to do More in Less Time and Feel Great About it.*** Laura's flagship **TIME MANAGEMENT** keynote on how to be more productive at work. Laura shows you how to • keep technology from controlling your time • stay focused and concentrate • communicate to improve teamwork • plug productivity leaks • build consistent routines • eliminate time wasters • and improve your efficiency. Perfect for professionals who work long hours. You'll learn to reduce the number of hours you work without compromising output or sacrificing results.
3. ***Find More Time: How to Get Things Done and Organize Your Life.*** Laura's **LIFE BALANCE** keynote on how to blend work and family without sacrificing either. Laura offers techniques to • help professionals eliminate obstacles to success • work smarter at work • and balance time across their lives. Perfect for those trying to juggle work, kids, chores, volunteering, errands, and household projects. You'll learn to improve your productivity, and get more done than ever before.
4. ***The Exhaustion Cure: Up Your Energy From Low to Go in 21 Days.*** Laura's **PERSONAL ENERGY** keynote on how to be productive when you can't pick yourself up off the couch. You can know all the productivity tips in the world, but nothing will work if you don't have the energy to give 100 percent. Laura shows you how things such as • tolerations • relaxation • pacing • lighting • noise • and clutter can impact your energy. Perfect for the pooped. You'll learn to fight energy bandits with energy boosters and will soon be zipping around with vim and vigor.





Seminars and Workshops

Laura has taught these productivity courses for nearly 20 years. We can customize any topic into 90-minute, half-day, full-day, and two-day formats. We'll send you a set of objectives, which may be mixed and matched to suit your training goals. Please discuss your time constraints and productivity challenges with Laura to design the correct training program to meet your group's needs.

For a list of descriptions and course objectives, visit www.TheProductivityPro.com/training

1. **ASSISTANTS:** *Managing Your Boss and Managing UP*
2. **BALANCE:** *Balancing Work and Family and Leaving the Office Earlier*
3. **CONCENTRATION:** *Focusing on Your Work in a Distracting Environment*
4. **DELEGATION:** *Making and Tracking Who Owes You What by When*
5. **EFFICIENCY:** *Building Speed and Agility and Doing Your Work Faster*
6. **EMAIL:** *Staying on Top of the Inbox and Keeping It Empty*
7. **ENERGY:** *Maintaining Energy and Productivity All Day Long*
8. **LEADERSHIP:** *Looking at Time Through the Lens of Leadership*
9. **MEETINGS:** *Planning and Conducting Productive Meetings*
10. **ORGANIZATION:** *Organizing Your Office, Paperwork, and Files*
11. **OUTLOOK:** *Using Microsoft Outlook Productively (2003 or 2007)*
12. **PROCRASTINATION:** *Avoiding Procrastination and Maintaining Self-Discipline*
13. **PRODUCTIVITY:** *Achieving Maximum Results in Minimum Time*
14. **PROJECTS:** *Planning and Executing Successful Long-Term Projects*
15. **SALES:** *Discovering the Time Secrets of Successful Salespeople*
16. **SOCIAL MEDIA:** *Avoiding Time-Sucking Habits in a Web 2.0 World*
17. **STRESS:** *Getting Rid of Stress and Burnout to Maintain High Performance*
18. **SUPERCOMPETENT®:** *The Six Keys to Perform at Your Productive Best*
19. **TEAMS:** *Making Teams Work by Understanding Time and Personality Styles*
20. **TECHNOLOGY:** *Maximizing Your Productivity with Technology and Gadgets*
21. **TELECOMMUTING:** *Working Effectively from Your Home Office*
22. **TIME MANAGEMENT:** *Managing Your Time, Priorities, and Schedule*



LEVEL 4: PROCESS

Our follow-up team teleseminars, book clubs, daily tips, weekly video series, quarterly webinars, and individual coaching programs instill new behaviors in the workplace.

Coaching Program Options

Tier 1: Full program: \$10,000

- Full productivity assessment
- 360 degree Productivity Audit
- In-person debriefing and office visit (expenses included)
- Bi-weekly phone calls and action planning
- Unlimited email access to Laura
- Monthly progress reporting
- Six month program

Tier 2: Limited engagement: \$6000

- Full productivity assessment
- Bi-weekly phone calls and action planning
- Unlimited email access to Laura
- Four month program

Tier 3: Targeted need: \$2000-\$5000

- Focuses on a specific developmental productivity issue
- One-on-one telephone consultations as applicable (one in-house visit if 3 or more people)
- Instruction in the Leave the Office Earlier®, 6-D™ and SuperCompetent® methodologies as appropriate
- Productivity resources provided as applicable (LMS, books, MP3s, etc.)

<p>Cost Savings: With an executive's salary of \$175K (\$86/hour) and coaching fee of \$10K Time savings as a result of coaching = 1 hour per day average = \$430 per week Cost savings = \$22,360/year (not counting team and organizational productivity gains) ROI = 125% return on investment for coaching investment</p>

One Jr. Level Executive at a Fortune 150 said, "I make \$60 an hour, and thanks to Laura's coaching, I've increased my productivity by an estimated 7 hours per week. My company saves \$420 per week and can count on my level best effort because of her techniques. I can now achieve maximum results in minimum time."

Executives from these companies have engaged Laura as a coach

Bank of America, Sherwin-Williams, MillerCoors, UBS Financial Services



Train the Trainer Program

You-Train-It Workshop Kits by Laura Stack

http://www.theproductivitypro.com/t_licensed_training.htm

Introducing The Productivity Pro® Training DVD Series, an instructor-lead series of workshops designed to improve employee productivity in the workplace.

If you've wanted to introduce Laura's productivity training curriculum within your organization, but haven't had the training funds to bring Laura in person, this is the perfect solution! This series offers ten different modules that can be delivered in as a free-standing, 1 to 4 hour workshop or combined for a longer-running series. Use your own internal trainers to facilitate the program for a brown bag, sales meeting, half-day seminar, or conference breakout.

Each module includes:

- 30-minute DVD of Laura Stack in studio
- Leader's guide with complete instructions on when to stop the DVD and how to conduct the exercises.
- PowerPoint show with diagrams and points to illustrate the lesson.
- PDF Participant Guide.
- 5-year single site license
- Option to purchase Laura's books *leave the office earlier®* and *Find More Time* at significant quantity discounts (books not included)

Topics in the P.R.O.D.U.C.T.I.V.E series:

- Module 1 PREPARATION: Laying the Foundation for Success in Work and Life
- Module 2 REDUCTION: Eliminating Personal, Departmental, and Organizational Timewasters
- Module 3 ORDER: Organize Your Office and Your Life
- Module 4 DISCIPLINE: Putting Your Nose to the Grindstone
- Module 5 UNEASE: Getting Rid of Stress and Burnout
- Module 6 CONCENTRATION: Maintaining Your Focus in a World of Distraction
- Module 7 TIME MASTERY: Controlling Your Day in an Uncontrollable World
- Module 8 INFORMATION MANAGEMENT: Preventing Digital Overload
- Module 9 VITALITY: Ensuring Productivity with Proper Self-Care
- Module 10 EQUILIBRIUM: Balancing Your Career and Life

LEVEL 5: SYSTEM

Continuous productivity improvement and initiatives are embedded in the DNA of the organization. Our consulting helps you assess weaknesses and opportunities for improved organizational productivity. Our retainer programs let you have continued access to Laura through unlimited email and phone calls.

Customized Productivity Consulting

Using pre- and post-invention survey data results, Laura's initiative was proven to increase employee productivity at one client organization by 12.7%. What kind of impact would a 12.7% increase in productivity have on your bottom line?

- Increased revenues
- More accomplished
- Higher headcount equivalent without increasing salary expense
- Reduced revenue/salary ratios

EQUALS INCREASED PROFITABILITY!

As an employee productivity consultant, Laura Stack specializes in helping organizations create environments where employees can be more productive. Together, we uncover behaviors, cultural issues, and practices that waste time, organizationally, departmentally, and individually. I have a special interest in increasing retention rates of top talent by helping them accomplish work more quickly through productivity improvements, leave the office earlier, and achieve life balance.

My ideal consulting engagement is with a corporate organization with 500+ employees in a high-stress industry, in which key professionals work 50+ hours per week. Together, we explore the factors that would improve output, lower stress, and save time in your workplace. Methodology, intervention techniques, accountabilities, and measures of success vary by the project, but generally include assessment, focus groups, pre- and post-testing, hands-on employee coaching, and workshops. These projects are based upon the project, not time units.

I will work with your executive team to diagnose “speed bumps” to productivity (issues that slow your company down). We will work to eliminate activities that waste your time and the time of your people to help them spend time productively toward the accomplishment of organizational goals.

Sponsorship Services

If you have a product or service that will help people improve their efficiency, manage their time, enhance their office or personal productivity, or organize their lives, Laura Stack is the perfect media spokesperson to help you reach your target audience. She has done hundreds of print, television, and radio interviews. Media-savvy, energetic, articulate, and charismatic, Laura's refreshing blend of solid how-to content and humor captivates audiences. As a spokesperson, Laura can help you with every aspect of your campaign, including message development, custom client seminars, public appearances, media interviews, and radio voiceovers.

1. Your organization markets products and services by sponsoring Laura Stack to speak at your target association, client, and consumer meetings and conferences.
2. Book signing reception following the presentation in the company booth, cyber café, employment center or other designated area to draw prospects. Company advertisement inserted into Laura Stack's book.
3. Opportunity to give a "door prize" or distribute a survey at the end of presentation to create a mailing list of attendees.
4. Full/half page ad in the printed conference program (as available).
5. Company representative gives three-minute "live" welcome, thank you, and commercial from the platform.
6. Company representative then introduces Laura Stack.
7. Two complimentary conference registrations for company attendees.
8. Sponsor is thanked and acknowledged by Laura from the platform.
9. Include company logo in signage announcing Laura's room location.
10. Include company's logo in the printed program brochure next to Laura Stack photo and presentation description.
11. Mention company's products and corresponding productivity benefits from the platform numerous times.
12. Hang a company banner behind the stage during presentation.
13. Hand out company-provided fliers with company logo on each participant's chair.
14. Include the company logo on the student workbook, handouts, and PowerPoint slideshow. Customize handout to include company reference, product, and marketing materials.
15. Acknowledge company as event sponsor on The Productivity Pro® and association website (as available).

NOTE: These items are listed as examples, not guarantees, and are subject to the approval of the conference planner. Substitutions and changes are possible.

Speciality Services

Retainer

Receive unlimited access to Laura via phone and email.

Meeting Facilitation

Laura works with intact and ongoing groups or teams that meet on a regular basis (e.g., once a week or month) to assess meeting effectiveness and productivity. To create highly productive meetings, Laura addresses the categories of:

1. Effective decision-making processes
2. A results orientation: a focus on accomplishment
3. A positive group climate
4. Basic procedures and protocols
5. Real participation and engagement

Team Facilitation

- ⌚ Ensures the team has effective group dynamics
- ⌚ Provides process feedback to the team
- ⌚ Assists the team to constructively resolve conflict
- ⌚ Assures sound problem-solving methodology
- ⌚ Coaches the leader

Team Coaching

Designed to assist management groups, departments, or project teams to work together more productively. Tapping a team's creative power can only happen when team members recognize and value each other's contributions. I'll help existing teams realize the impact of their styles on others and relate positively as a team. During the program, the team will generate their own code of conduct to guide future relationships and behavior. We'll help team members understand each other's work styles, identify bottlenecks and inefficiencies, and brainstorm productivity improvements.

Panelist (participate as a member of a productivity-related issues panel)

Emcee (open/close conferences, banquets, introduce guests and speakers, etc.)

About The Productivity Pro®, Inc.

Laura Stack, MBA, CSP, has consulted with Fortune 500 corporations for nearly 20 years in the field of personal productivity. She helps leaders create high-performance cultures with their employees and within their teams to achieve Maximum Results in Minimum Time®. She is the president of The Productivity Pro®, Inc., which specializes in productivity improvement in high-stress organizations. Since 1992, Laura has presented keynotes and seminars on improving output, lowering stress, and saving time in today's workplaces. She is one of a handful of professional speakers whose business focuses solely on time management and productivity topics. Laura is a high-energy, high-content speaker, who educates, entertains, and motivates professionals to improve workplace productivity.

Laura is the bestselling author of four books, including *SuperCompetent: The Six Keys to Perform at Your Productive Best* (Wiley, 2010); *The Exhaustion Cure* (Broadway Books, 2008), *Find More Time* (Broadway Books, 2006), and the bestselling *Leave the Office Earlier* (Broadway Books, 2004), which was hailed as "the best of the bunch" by the *New York Times*. Her books have been published in nine countries and translated into six foreign languages, including Japanese, Korean, Chinese, Taiwanese, Italian, and Romanian. She is also a contributor to two of the popular *Chicken Soup for the Soul* books. Laura's popular monthly electronic newsletter has subscribers in 38 countries. She is a Microsoft Certified Application Specialist in Outlook.

Widely regarded as one of the leading experts in the field of employee productivity and workplace issues, she has been featured nationally on the CBS Early Show, CNN, NPR, Bloomberg, NBC TV, WB News, the *New York Times*, *USA Today*, the *Wall Street Journal*, the WashingtonPost.com, the Chicago Tribune, O Magazine, Entrepreneur, Readers Digest, and Forbes magazine. Laura has been a spokesperson for Microsoft, 3M, Skillsoft, Office Depot, and Xerox, and she is the creator of The Productivity Pro® planner by Day-Timer. Laura is the exclusive productivity partner of Linkage, Inc., which introduces her SUPERCOMPETENT culture to organizations around the globe. Her client list includes top Fortune 500 companies, including Starbucks, Wal-Mart, IBM, GM, MillerCoors, Lockheed Martin, Wells Fargo, and Time Warner, plus a multitude of associations and governmental agencies.

Laura holds an MBA in Organizational Management (University of Colorado, 1991), integrating the importance of productivity in business with employee retention and satisfaction. She is the 2011-2012 President of the National Speakers Association (NSA) and is the recipient of the Certified Speaking Professional (CSP) designation, NSA's highest earned designation.

Laura lives with her husband and three children in Denver, Colorado.

