



The **PRO**ductivity **PRO**

Maximum Results. Minimum Time®

MORE INFORMATION AVAILABLE AT
<http://www.TheProductivityPro.com>

CATALOG OF PRODUCTIVITY **COURSE OFFERINGS**

BY THE PRODUCTIVITY PRO®, INC

PROGRAMS BY LAURA STACK, MBA, CSP
CERTIFIED SPEAKING PROFESSIONAL

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The following topics are available in 90-minute, half-day, full-day, and two-day formats. As listed, they are full-day classes. Objectives may be mixed and matched to suit your training goals. Please discuss your time constraints and productivity challenges with your account executive to design the correct training program to meet your group's needs.

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OTHER AVAILABLE CLASSES BY THE PRODUCTIVITY PRO®, INC.

- ASSISTANTS: Managing Your Boss
- DELEGATION: Making and Tracking Assignments
- GOALS: Setting and Achieving Your Goals
- HUMOR: Laughing Your Way to Success
- MEETINGS: Planning and Conducting Productive Meetings
- STRESS: Getting Rid of Stress and Burnout
- TELECOMMUTING: Working Effectively from Your Home Office
- TIMEWASTERS: Reducing Time Wasters in Your Day



**CALL FOR DETAILS
(303) 471-7401**

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 her clients achieve Maximum Results in Minimum Time® and develop high-performance cultures. 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. 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.



BALANCING WORK AND FAMILY

Keep Your Job, Your Family, and Your Sanity



PROGRAM DESCRIPTION

Successful people don't trade personal satisfaction for professional achievement. They know high performance depends on both. You work hard all day at work and then go home—to the second shift—the one you don't get paid for. To avoid the peaks and valleys of productivity created by balancing the urgent demands of work and personal life, professionals must be able to balance both without sacrificing either. When you discover the right mix of time and accomplishment in both arenas, you'll rediscover vision, vitality, and meaning in your life!

COURSE OBJECTIVES

» Establish your governing purpose and values	» Create rituals with your family to reconnect during stressful times
» Describe a personal vision for the right mix of work and life	» Determining appropriate technology limits when you're with your family or on personal time
» Design your "ideal" life and allocate time according to your values	» Distinguish between "negotiable" and "non-negotiable" activities
» Set appropriate boundaries and stick to your guns, saying "no" creatively	» Develop strategies to manage and create discretionary time
» Stop thinking about work and enjoy your personal time	» Learn shortcuts, systems, and routines that get personal chores done more quickly
» Refuse to do everything yourself and ask for help when you need it	» Complete shopping, errands, cleaning, and household projects more efficiently

FOCUSING ON YOUR WORK

Maintain Your Concentration in an Environment of Distractions



PROGRAM DESCRIPTION

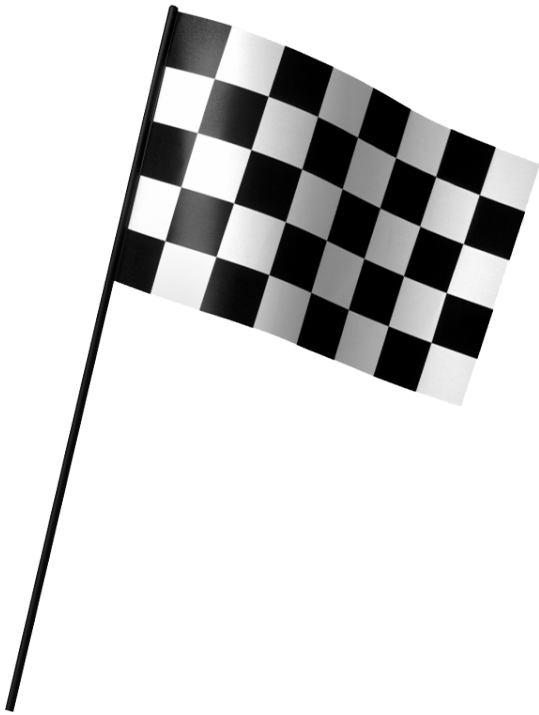
The most effective time management system in the world won't do a thing to improve your productivity if you can't focus on one thing. For many of us, the problem isn't a lack of willpower; it's the ability to refuse distractions caused by other people, the environment, and your mind. With noise, interruptions, people, and instant messages, so many things compete for our attention that it's often very difficult to concentrate. This seminar will improve your ability stay on target and focus on the task at hand.

COURSE OBJECTIVES

- | | |
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| » Configure your office for maximum productivity and minimum distractions | » Improve your memory and recall skills |
| » Protect yourself from your technology, outside environment, and co-worker "drop-ins" | » Avoid multi-tasking and attempting to do too many things at once |
| » Implement the behaviors that create a "Focus Zone" whenever you need it | » Understand the neurology of the brain when focusing and the effects of distraction |
| » Create "concentration blocks" in your daily schedule | » Recognize signs of brain overload and get your mind focused again |
| » Learn the mechanics of making intangible thoughts tangible | » Get absorbed in a task and achieve a state of "flow" |
| » Design an effective capture system to log random thoughts in the proper location | » Concentrate on a task that bores you or doesn't really interest you |

BUILDING SPEED AND AGILITY

Be More Efficient and Get More Done in Less Time



PROGRAM DESCRIPTION

Do you ever feel like you're doing things the hard way? That it takes you twice as long as it should to complete a task? If you ever say to yourself, "There HAS to be a better way to do this," then this class is for you. Learn the skills of efficiency, and you'll spend less time working and will get things done more quickly, with less effort.

COURSE OBJECTIVES

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|--|---|
| » Simplify tasks by eliminating steps in a procedure | » Automate any manual processes |
| » Use templates to respond to frequently-asked questions | » Take shortcuts for many repeating tasks |
| » Buy the software that will speed up common tasks | » Read quickly and maintain concentration without rereading |
| » Manage your availability with calendar scheduling techniques | » Spend down time productively while waiting or driving |
| » Improve the processes and procedures within your job | » Batch tasks requiring similar actions |
| » Use checklists and reminders to relieve your brain | » Double up or combine activities |

STAYING ON TOP OF THE INBOX

Control, Organize, and Communicate Efficiently with Email



PROGRAM DESCRIPTION

If you keep more than a screen shot of email in your in-box, you need this program! Email has become the productivity bane of modern corporate employees, the ball-and-chain that keeps them stuck at their desks for hours every day. They wade around, desperately trying to sort, respond to, and organize messages. Pending items fall through the cracks. Email for long-term projects sit in the inbox and collect dust. Employees hit "Reply to All" to 17 people and create hundreds of "Me too!" responses that add nothing to the conversation and waste everyone's time. ENOUGH! Take this course and get and stay on top of your email, once and for all.

COURSE OBJECTIVES

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| » Determine if email is the appropriate medium to communicate your message | » Discover simple tricks to reduce information overload and decrease volume by 50% |
| » Compose clear, concise, correct, and conversational messages to convey the desired tone | » Use email to set reminders, track delegation, and organize "pending" messages |
| » Reduce obsessive-compulsive email disorder and control your actions | » Increase your processing speed and get through 100 messages in record time |
| » Avoid time-wasting email behaviors that slow down the recipients of your email and generate excessive volume | » Discover inbox tricks to increase efficiency, such as coloring, sorting, and running rules |
| » Discuss today's commonly accepted courtesies and protocol for sending and responding to email | » Witness amazing, little-known Microsoft Outlook tricks and tips that will save you countless hours! |
| » Agree on guidelines that your team or organization will follow | » Develop a systematic method to keep the inbox empty and stay in control |

MAINTAINING ENERGY DURING THE DAY

Beat the Exhaustion and Be More Productive



PROGRAM DESCRIPTION

How much energy and vitality do you have throughout the day to accomplish the things you want to do? It's hard to be productive when you just want to put your head down on your desk and take a nap. You have the potential to dramatically impact your productivity by paying closer attention to your energy behaviors. You'll learn the factors that contribute to low energy (the "energy bandits") and how to reduce their effects. Then you'll build up and renew sources of positive force (with "energy boosters"). This seminar will guide you in making the changes necessary to give you vitality and productivity every day!

COURSE OBJECTIVES

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| » Discover proper sleep behaviors and what you're doing to sabotage a good night's sleep | » Ensure that your workspace is comfortable and ergonomically correct |
| » Sneak in your weekly exercise requirement through simply daily activity changes | » Find out if you are a workaholic and addicted to your job |
| » Learn what foods, substances, and vices crash your blood sugar levels and stock metabolism-boosting snacks | » Learn how humor and laughter increase energy levels |
| » Experience consistent levels of energy throughout the day and avoid the roller-coaster effect | » Discover your energy prime times and what tasks are better done at different times of the day |
| » Monitor and adjust the noise level in your office, so it's conducive to productivity | » Keep the clutter in your life at bay and maintain organized surroundings |
| » Feel energized by the lighting, temperature, color, and smells surrounding you | » Experience the effects of "stinking thinking," such as worry and anger, on your attitude and energy levels |

LOOKING AT TIME THROUGH THE LENS OF LEADERSHIP

Get More Work from Fewer People...Without Making Them Hate You or Quit



PROGRAM DESCRIPTION

If a mountain of deadlines and a staff that surfs the Internet for pleasure is keeping you awake at night, bring Laura in for guidance. Good leaders understand that time management is not about squeezing more into the day; it's about you and your people spending time productively toward the accomplishment of organizational goals. Managing the clock isn't the answer—teaching employees to manage themselves is. This innovative program discusses three key time management principles for leaders: (1) avoiding organizational “speed bumps,” (2) eliminating activities that waste people's time, and (3) modeling effective time management behavior.

COURSE OBJECTIVES

» Use your administrative assistant more effectively	» Avoid “speed bumps” in employees’ paths and help them speed up
» Improve process efficiencies between team members and other departments	» Eliminate departmental activities that waste time
» Maintain an “open door” policy while guarding against “drop in” visitors	» Model effective productive behavior through personal time management and organization
» Delegate appropriately and follow-up on time	» Help your people move through change more quickly
» Use Outlook to delegate and track assigned tasks	» Keep people from burning out and maintain proper balance
» Craft communication protocols governing your team’s use of technology	» Remove process inefficiencies such as mistake correction and undefined roles

ORGANIZING YOUR OFFICE AND YOUR LIFE

Survive Information Overload and Clear the Clutter



PROGRAM DESCRIPTION

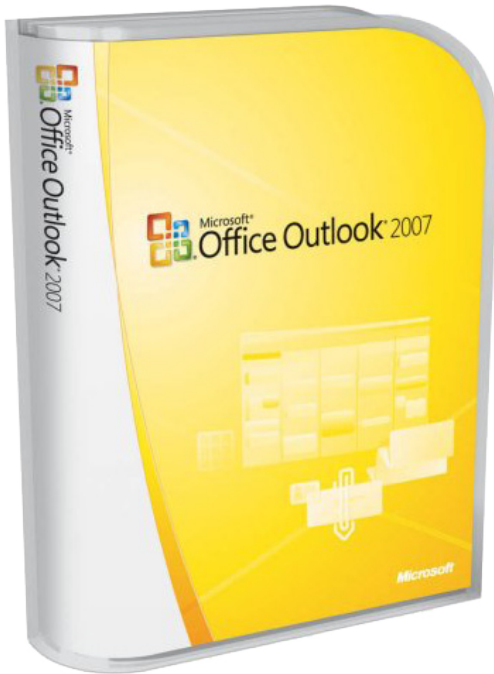
Do you get 100 emails every day? Do you feel like you're slowly drowning in a sea of paper? Does the sight of your messy office and overflowing email in-box frustrate you? Then this course is for you! You may work hard. But if you're disorganized, every step is a struggle. In this age of downsizing and a do-more-with-less mentality, efficiency is more important than ever before. This course will help staff members, professionals, and managers stay on top of it all. You will gain scores of new tips and techniques for bringing order into your life, both personally and professionally!

COURSE OBJECTIVES

» Understand the difference between being "tidy" and "organized"	» Implement six simple, practical options for handling voice mail
» Learn six crucial brain shifts you must make to be organized in today's workplace	» Keep track of time-sensitive documents and action items
» Take a quiz to determine if you're a "paper" or an "electronic" person	» Organize any area systematically with a five-step process
» Construct and use the eight types of files	» Sort, process, and store email, paper, and voice mail quickly and systematically
» Discover six different choices for handling a piece of paper	» Learn where to put "pending" items or papers requiring future action
» Keep your email inbox clear and empty at the end of each day	» Toss unnecessary papers and avoid the packrat syndrome

USING MICROSOFT OUTLOOK® EFFECTIVELY

Discover Little-Known Tips and Tricks for Managing Your Workflow



PROGRAM DESCRIPTION

Did you get formal training in using Outlook? Most employees don't. "Here are your computer, your email address, and your in-box, good luck" is usually as good as it gets. Thousands of email messages later, it's impossible to keep on top of it. In this course, Outlook methods are demonstrated "live" by a Certified Microsoft Specialist using the LCD. Optionally, if computers are available, participants can follow along and practice "hands on." This is not simple computer training; it is workflow processing, where employees use Outlook to get work done and increase performance dramatically.

COURSE OBJECTIVES

» Learn the nine different features of the navigation pane: it's not all about your inbox and calendar	» Automatically convert an email into a Task or Appointment
» Customize notification and send/receive options to maintain concentration and avoid electronic interruption	» Assign and track Tasks for other people and quickly see the status
» Discover tricks to reduce the size of your inbox and stay under your limit	» Keep multiple Calendars for other people, school, or your personal life
» Learn new techniques to organize personal folders and quickly find information	» Use Notes to keep lists and store clippings from the Internet
» Create Note, Contact, Journal, Task, and Calendar Folders and learn how to use them	» Immediately access any email you sent to a Contact, without having to look in your Sent Items
» Use Rules to organize and run programs on your messages	» Track every meeting, conversation, and phone call with any Contact and quickly access the information years later

AVOIDING PROCRASTINATION AND BECOMING SELF-DISCIPLINED

Make Yourself Do What You Should Do, Even When You Don't Feel Like It



PROGRAM DESCRIPTION

Self-discipline refers to your ability to maintain consistent, productive behavior. Are you persistent in completing your high priority tasks, without getting sidelined by menial activities? Do you put your nose to the grindstone each day, or do you only work hard when you're in the mood? Sure, everyone has an "off day." But if you're self-disciplined, you exhibit consistent focus in your day-to-day work, even if you don't feel like it.

COURSE OBJECTIVES

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| » Understand the psychology of procrastination and uncover the issues behind your habits | » Be proactive and do things in advance of the due date: learn to be an "early" |
| » Recognize why sometimes it's not procrastination at all: it could be energy, motivation, laziness, or ability | » Control perfectionism, realizing that some things are "good enough" |
| » Discover what happens to you every day that keeps you from doing what you know you should be doing | » Establish personal rules and policies to avoid the things you know distract you |
| » Avoid the crisis you create by putting things off until the last minute; learn to estimate and plan realistically | » Handle common tasks on a daily basis to keep them from piling up and becoming overwhelming |
| » Uncover your common distractions and timewasters and create personal rules to avoid them | » Arrive at appointments and meetings on time; learn how to plan backwards |
| » Keep your co-workers from interrupting and derailing your plans | » Gain scores of new ideas on how to control procrastination |

MASTERING PERSONAL PRODUCTIVITY

Get More Done in Less Time and Leave the Office Earlier



PROGRAM DESCRIPTION

Are you working 60-80 hours a week? Would you like to learn how to be more productive at work, so you can achieve the same results in less time and Leave the Office Earlier®? This seminar is Laura's flagship productivity class that combines key concepts from multiple seminar listings into a comprehensive, full-day program. Time management, prioritization, scheduling, concentration, organization, email, workflow, processing, and systems are all covered—from the start of your day until the end—to help you get Maximum Results in Minimum Time®. Professionals, managers, and administrative staff will gain scores of new ideas from "The Productivity Pro"® on increasing output without increasing effort and performing at your matchless best!

COURSE OBJECTIVES

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| » Understand the importance of planning and time management | » Discover Microsoft Outlook tricks to organize email and simplify your life |
| » Prioritize your daily tasks when everything seems urgent | » Design an effective time management system |
| » Plan time in your calendar to complete tasks | » Keep track of time-sensitive documents and action items |
| » Schedule your day systematically and realistically | » Learn the new principles of organization required for the digital age |
| » Discover your energy prime times | » Learn the "6-D" system for paper, email, voice mail, and action item management |
| » Learn why multi-tasking is unproductive and how to concentrate | » Learn secrets for keeping your email and paper in-boxes empty |

PLANNING AND EXECUTING LONG-TERM PROJECTS

Project Management for Non-Project Managers



PROGRAM DESCRIPTION

Whether you are remodeling your basement, coordinating a social event, or managing a new software release, the competencies and skills of project management are the same. Everyone manages projects at least part-time. In fact, many people in an organization simply pursue a number of projects as their job. This course will help you carry out your projects productively with proper planning, scheduling, and monitoring. The complex tools you've heard about in project management are refreshingly absent. The process is simple, and the tools presented do not presume any prior knowledge of the subject. Questionnaires, checklists, and worksheets are provided.

COURSE OBJECTIVES

» Understand project management terminology	» Break projects down into concrete steps, due dates, and delegations
» Discover a practical and highly effective four-step project management approach	» Define potential risks and put contingencies in place to address them
» Distinguish between responsibilities, objectives, projects, tasks, subtasks, and action items	» Load your project into Microsoft Outlook to ensure you're working on the right tasks each day (optional)
» Gather your team and assess stakeholders	» Track delegated items and make sure nothing falls through the cracks
» Learn the components of a project charter and how to create one for your project	» Create a communication plan to review and keep projects on track
» Quickly and easily outline all the key steps of your project and create an outline	» Capture valuable project lessons and use them to define and improve project management practices for future projects

INCREASED PRODUCTIVITY = INCREASED SALES

How to Improve Results and Revenues by Increasing Personal Productivity



PROGRAM DESCRIPTION

The pressure on every aspect of a salesperson's job has increased dramatically over the past few years. Customers are more sophisticated, more demanding, and harder to see. Really good salespeople are organized and manage their time well. However, most traditional sales training doesn't focus on productivity, because many "old school" techniques have little application for the salesperson. This course offers salespeople innovative productivity strategies to reduce administrative inefficiency, boost results, and spend the majority of their time on the selling activity. "Outside" salespeople will actually get "outside," rather than being stuck "inside" their offices staring at their computers all day. You'll save at least an hour a day after spending a day with Laura!

COURSE OBJECTIVES

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| » Calculate exactly how much a month, week, day, hour, and minute of your time is worth. | » Create the perfect system for your personality, environment, travel status, and work situation. |
| » Create a system that integrates your in-house CRM, your email, your handheld, and your paperwork. | » Learn to process your paperwork quickly and get your hands on what you need quickly. |
| » Learn six crucial brain shifts you must make to be organized in today's workplace. | » Work efficiently and get a lot accomplished while traveling. |
| » Track delegation, projects, tasks, and reminders with Outlook. | » Plan and schedule the night before, so you can hit the ground running. |
| » Discover the 3 critical principles & 6 components of an effective time management system, whether electronic, paper, or hybrid. | » Discover which tasks you should complete at specific times for maximum efficiency. |
| » Process and organize your email quickly and regularly empty your inbox. Know where to keep emails that need answers (hint: it's not your inbox). | » Track your client communications, phone calls, conversations, and meeting results, and pull that information into your system. |

DIGITAL QUICKSAND

Avoiding Time-Sucking Habits in a Web 2.0 World



PROGRAM DESCRIPTION

Web 2.0 has revolutionized online communication. Gone are the days of static websites. LinkedIn, Facebook, YouTube, podcasting and a multitude of social bookmarking sites are here to stay. Businesses and individuals worldwide keep finding interesting ways to use social networks and other interactive online media to do some pretty amazing things – from building their brands to getting to know their customers. However, social networks and other social media tools are great resources but lousy masters. Social media can expand the reach of your organization, but it can make you LESS productive if you're not careful. You could spend all day hopping around to different sites, updating your information, and connecting with people all over the world. But how does that add to your daily productivity? This course teaches you how to take advantage of social media, without it taking advantage of you. You'll learn how to emphasize the positive aspects of social media without letting it kill your productivity.

(In the full-day course version, you'll know how to set up your social networks, use shortcuts in posting your content across networks, and make the most of your time with Web 2.0; you'll see "hands-on" how to share your message using the latest Web 2.0 technologies.)

COURSE OBJECTIVES

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| » Nail down your social media goals and pick a few key targets. | » Get into a routine and keep up with it. |
| » Avoid distractions and obsessive compulsive social media disorder. | » Scan and cull, rather than checking and reading in real time. |
| » Embrace third-party applications to automate tasks. | » Turn one post into multiple posts; systemize your processes. |
| » Avoid counter-productive procrastination behaviors. | » Broadcast your message across multiple networks. |
| » Set up a LinkedIn profile and group. | » Create a Facebook Fan Page. |
| » Understand the difference between FB profile and fan pages. | » Use Twitter and Twitter apps effectively. |
| » Start a private social network. | » Podcast with audio and/or video and set up an iTunes feed. |
| » Reinforce your message through blogging. | » Tag and share your content. |

MAKING TEAMS WORK

Work Productively and Effectively as a Team



PROGRAM DESCRIPTION

It takes a lot of work and discussion to get a team to function productively and effectively. Tapping a team's creative power can only happen when team members recognize and value each other's contributions and strengths. This course helps you realize the impact of your time management style and personality on others and relate positively as a team. During the program, the team will generate its own code of conduct to guide future relationships and behavior. Through fun team-building activities, they will leave with increased cohesiveness, cooperation, and trust.



COURSE OBJECTIVES

» Understand the advantages of using teams to solve problems	» Learn proper office etiquette on interrupting meetings, cell phones, email manners, showing up late for meetings, etc.
» Increase the circle of trust and understanding among team members	» Create monthly, quarterly, and annual strategic plans, to make sure efforts are directed toward the same goals
» Test team members' time style and graph the team	» Improve the productivity of team meetings by developing a standard code of conduct
» Determine the strengths and liabilities of each style	» Analyze problems, determine causes, and brainstorm improvements
» Learn how each other "ticks" and how to work more effectively using the styles	» Participate in "team building" exercises to bond, improve trust, and build cohesiveness
» Determine the most effective use of communication mediums for different messages	» Create a recipe for your ideal team

MAXIMIZING YOUR PRODUCTIVITY WITH TECHNOLOGY

How to Use the Latest Tools, Templates, and Tricks



PROGRAM DESCRIPTION

We've become dependent upon computers, email, voicemail, the Internet, Blackberries, PDAs, cell phones, and pagers. These devices connect us to the world of work. Today, you must be technologically savvy. Technology can undoubtedly improve your productivity, but it can make you LESS productive if you're not careful. This seminar discusses how to use the latest technologies to your advantage, without letting technology take advantage of you.

COURSE OBJECTIVES

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| » Implement twelve email techniques to avoid spending hours in your inbox. | » Learn eight key Web 2.0 principles to avoid "obsessive compulsive social media disorder." |
| » Discover 30 best practices for scheduling your day on your digital calendar. | » Travel with a virtual office and stay connected and organized on the road. |
| » Discover the latest software, hardware, tools, and accessories that will boost your personal productivity. | » Receive a list of The Productivity Pro®'s favorite time-saving software, gadgets, and websites. |
| » Watch a demonstration of time-saving "Toys" that make your life simpler. | » Discover simple tricks to reduce information overload and the volume of data you receive. |
| » Avoid distracting technology habits and behaviors. | » Automate tasks and save time with filters, navigation techniques, macros, templates, and other computer tricks. |
| » Learn shortcuts that make common functions a breeze. | » Observe some great software demonstrations that reduce keystrokes and save countless hours of time. |
| » Determine when to use paper, a gadget, software, or a combination to stay organized. | » Balance compulsive additions to the Crackberry and find a balance that meets your work and personal needs. |
| » Make the Internet work for you; conduct power web searches without wasting time. | » Organize your computer logically, so you can find your files quickly and easily. |

MANAGING YOUR TIME, PRIORITIES, AND SCHEDULE

How to Control Your Day in an Uncontrollable Workplace



PROGRAM DESCRIPTION

Do you find yourself continually racing against time? Do you feel that you have so much to do that it's difficult to get anything done? Time management is much more complicated than making a list and checking things off. Managing time effectively is the key to managing your individual performance. Learn how to set priorities and focus on what's truly important, plan and schedule your day, and organize your calendar and tasks.

COURSE OBJECTIVES

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| » Learn how time management is like money management | » Find out the critical components of an effective time management system |
| » Understand why productivity has nothing to do with how much you complete | » Learn why your current time management system is not working for you |
| » Know seven reasons why planning should be done at the end of the day | » Schedule your day realistically and systematically while building in flexibility |
| » Discover an easy way to determine the most important tasks on your to-do list | » Audit your time with a time log to discover where you're wasting time |
| » Implement a four-step process to pinpoint your high value priorities | » Control your reading pile and get through it in record time |
| » Determine how to deal with people and tasks that waste your time | » Make effective use of down, waiting, travel, bit, and in-between time |

EDUCATIONAL RESOURCES

By Laura Stack, MBA, CSP



ITEM	QTY	PRICE	TOTAL
 <i>SuperCompetent: The Six Keys to Perform at Your Productive Best (2010)</i> Hardcover book on achieving high performance		\$20	
 <i>The Exhaustion Cure: Up Your Energy from Low to Go in 21 Days (May 2008)</i> Book on improving your personal energy level		\$10	
 <i>Find More Time: How to Get Things Done at Home, Organize Your Life, and Feel Great About it (2006)</i> Book on improving your productivity at home		\$10	
 <i>Leave the Office Earlier: How to Do More in Less Time and Feel Great About it (2004)</i> Book on improving your productivity at work		\$10	
 <i>Leadership Success Boxed Set</i> 14 CDs and 1 DVD (includes Brian Tracy, Zig Ziglar, Laura Stack) in leather case		\$20	
 <i>Sales Success Boxed Set</i> 14 CDs and 1 DVD (includes Jim Rohn, Dennis Waitley, Laura Stack, Zig Ziglar) in leather case		\$20	
 <i>Executive Women's Boxed Set</i> 14 CDs and 1 DVD (includes Patricia Fripp, Connie Podesta, Laura Stack, Dianna Booher) in leather case		\$20	
TOTAL Prices include sales tax. Shipping charges will be added.		Contact us at 303-471-7401 for volume discount pricing.	

Fax this form to The Productivity Pro®, Inc. at 303-471-7402.

PAYMENT METHOD

☐ Master Card ☐ VISA ☐ AMEX ☐ Cash ☐ Check

Credit Card Number: _____

Expiration Date: _____

Signature: _____

Email: _____

SHIP TO

Name/Title: _____

Organization: _____

Address: _____

City/State/Zip: _____

Phone: _____