The PROductivity PRO

Maximum Results. Minimum Time®

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CATALOG OF SAMPLE

COURSE OFFERINGS

FROM THE PRODUCTIVITY PRO, INC

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(303) 471-7401

The following topics are available in 45-minute, 90-minute, half-day, full-day, and two-day formats for breakout/concurrent sessions, onsite training, and workshops. Please note these are samples only, as the objectives and modules may be mixed and matched to suit your learning goals. Please discuss your time constraints and productivity challenges with us, and we will help you design the correct training program to meet your group's needs.

BALANCING WORK, FAMILY, AND YOUR SANITY
Get More Done in Less Time and Leave the Office Earlier

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 when you're at home.	»	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.	»	Be more efficient at work, so you can complete your tasks and get out of the office on time.

FOCUSING ON YOUR WORK
Maintain Your Concentration Despite 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

»	Configure your office for maximum productivity and minimum distractions.	»	Improve your memory and recall skills.
»	Reduce distractions from your brain, technology, your co-workers, and the environment.	»	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 what's happening in your brain when attempting to focus.
»	Create "concentration blocks" in your daily schedule.	»	Recognize signs of brain overload and get your mind focused again.
»	Stop "talking to yourself" and record your thoughts in your time management system.	»	Get absorbed in a task and achieve a state of "flow."
»	Design an effective capture mechanism to log random thoughts in the proper location.	»	Concentrate on a task that bores you or doesn't really interest you.

EFFECTIVE DELEGATION TECHNIQUES
Achieving Great Results Through Others

PROGRAM DESCRIPTION

Do you work ten hours a day? Do you take work home on weekends? One symptom of overwork is improper delegation. Productive people know how to get help and delegate. John F. Kennedy surrounded himself with smart people and told them about his goal. He said, "Within ten years, we're going to put someone on the moon." He never told anyone *how* to do it, but it happened anyway. Delegation is an extension of your own hands: the more you can multiply your hands, the more successful you can be.

COURSE OBJECTIVES

» Understand why you should delegate and why you aren't delegating enough.	» Avoid reverse delegation of a task back to you.
» Learn the symptoms of poor delegation.	» Learn an 8-step delegation process.
» Identify which of your activities you should delegate.	» Motivate people to rally to the cause and increase productivity through greater effort.
» Delegating accountability, authority, and responsibility: what's the difference?	» Motivating employees in an environment of uncertainty and change.
» Choose the right person for the task.	» Use Microsoft Outlook to create and track task requests.
» Avoid over-delegating to one person.	» Track a delegated item through completion.
» Gain employee participation and buy-in.	» Give constructive feedback throughout the process.

BECOMING SELF-DISCIPLINED & AVOIDING PROCRASTINATION
Make Yourself Do What You Should Do, Even When You Don't Want To

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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.

BUILDING SPEED AND AGILITY
Be More Efficient and Get More Done in Less Time

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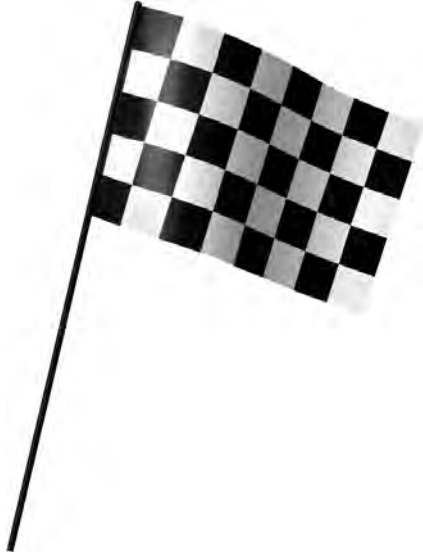
PROGRAM DESCRIPTION

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. Reduce keystrokes, take shortcuts, and ease braindamage.

COURSE OBJECTIVES

»	Simplify tasks by eliminating steps in a procedure.	»	Automate manual processes.
»	Use templates to respond to frequently-asked questions.	»	Take shortcuts for repetitious, predictable 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.

USING MICROSOFT OUTLOOK® EFFECTIVELY

Manage Your Workflow and Keep Your Inbox Empty

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 Microsoft Certified Application Specialist. 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.

MAINTAINING ENERGY DURING THE DAY
Beat the Exhaustion and Be More Productive
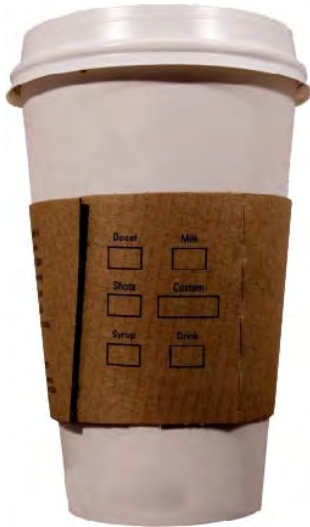
PROGRAM DESCRIPTION

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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»	Sneak in your weekly exercise requirement through simply daily activity changes.	»	Ensure that your workspace is comfortable and ergonomically correct.
»	Discover proper sleep behaviors and what you're doing to sabotage a good night's sleep.	»	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 energy levels.

WORKING WELL WITH OTHERS

Eliminating Time-Wasting Behaviors in the Workplace Using Proper Etiquette and Common Courtesy

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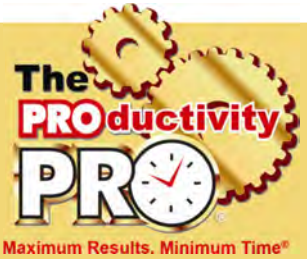
PROGRAM DESCRIPTION

An employee hits "Reply to All" to 17 people and says, "Me too!" A collective groan goes up from the group as they read her response, since she added nothing to the conversation and wasted everyone's time. A co-worker knocks on the closed door of another, who is trying to focus on a project, and says, "Gotta minute?" A meeting attendee comments in a meeting, "That reminds me…" and takes the entire group down a rabbit trail. ENOUGH! We must all work together to develop and follow proper workplace protocols to keep from wasting each other's time. This course teaches the common courtesies and etiquette that a productive employee should exhibit.

COURSE OBJECTIVES

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» Determine which medium is most appropriate to communicate your message.	» Discover simple tricks to reduce information overload and decrease volume by 50%.
» Use the 5 C's of effective email to convey the desired tone and ensure your message gets read.	» Create a "drop-in visitor" policy, so you can communicate to others when you're busy, without hurting their feelings.
» Reduce obsessive-compulsive email disorder and control your actions.	» Auto-file regular emails to speed up processing and reduce email volume.
» Avoid time-wasting email behaviors that slow down the recipients of your email.	» Craft guidelines around the use of technology during meetings and conference calls.
» Discuss today's commonly accepted courtesies and protocol for conference calls.	» Discuss phone, cellphone, text, and IM courtesies and protocols.
» Agree on guidelines that your team or organization will follow in meetings.	» Develop a systematic method to keep your inbox empty and stay in control.

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EXECUTION IS THE STRATEGY
How Leaders Use Execution-Based Strategy to Create Agile Organizations and High-Performance Teams
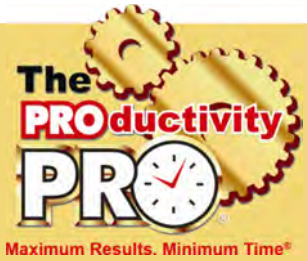
PROGRAM DESCRIPTION

Laura Stack believes that creating a strategy isn't the biggest leadership challenge—it's executing the strategy. If you know your strategy is right on, how do you get your team to nail it? In this innovative program, Stack discusses how the LEAD strategy helps leaders quickly drive strategic initiatives and get great results from their teams. The pressures on an organization to move quickly mirror the pressures individuals face on a personal level. Organizations will create better results if leaders can create agile cultures, full of strategic thinkers.

COURSE OBJECTIVES

»	Learn the Four LEAD Principles of Execution: Leverage, Environment, Alignment, and Drive.	»	Determine the balance between engagement and performance in the workplace.
»	Discover how to get more leverage from your strategic priorities.	»	Determine which of the four work styles apply to your team members.
»	Use the Five Why's to drill down to the changes you need to see.	»	Help employees perform at higher levels and align their work with your strategic priorities.
»	Lead dispersed virtual, global teams more effectively through core identity, mission, values, and ground rules.	»	Create an environment of excellence and engagement within your team.
»	Discuss the 6 C's of impact points in global teams: Cohesiveness, Connection, Competition, Culture, Collaboration, and Communication.	»	Define personal and team time wasters and discover ways to create efficiencies.
»	Help your team embrace change, push past fear, and nurture creativity and innovation.	»	Roll out changes on a dime and develop a culture of speed.

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LOOKING AT TIME THROUGH THE LENS OF LEADERSHIP

Get More Work from Fewer People...Without Making Them 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 team spending time productively toward the accomplishment of your organization's 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 time, and

(3) Modeling effective time management behavior.

COURSE OBJECTIVES

» Use your administrative assistant more effectively.	» Help your staff stay focused on key tasks and understand what they should be working on.
» Improve process efficiencies between team members and other departments.	» Free yourself from unnecessary meetings, calls, and interruptions.
» Maintain an "open door" policy while guarding against "drop in" visitors.	» Model effective productive behavior through personal time management and organization.
» Communicate expectations clearly upfront and spend time ensuring joint understanding.	» Help your people move through change more quickly and "turn on a dime."
» Use Outlook to delegate and track assigned tasks.	» Keep team members from burning out and help maintain proper balance.
» Stay focused on strategic direction without getting mired down in day-to-day operations.	» Remove process inefficiencies such as mistake correction and undefined roles.

PLANNING AND CONDUCTING PRODUCTIVE MEETINGS

How to Take Minutes Without Wasting Hours
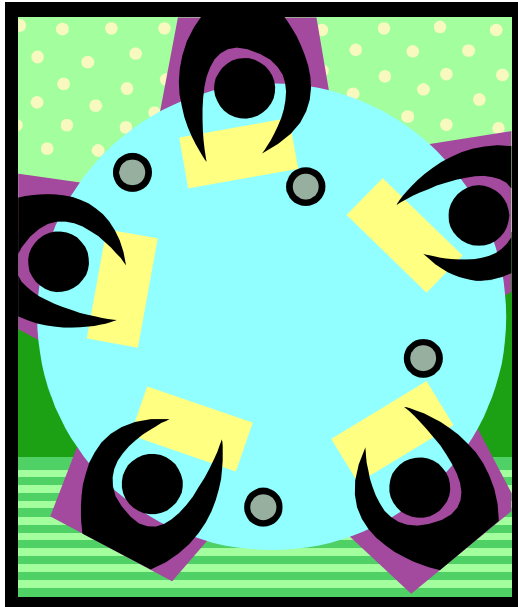
PROGRAM DESCRIPTION

Meetings, meetings, meetings! Where minutes are taken and hours are wasted. Today's managers and professionals spend so much time attending them…you'd think most would be trained in how to plan and run them. Not so. Most meetings frustrate employees, because agendas aren't distributed, objectives aren't defined, time runs over, and no decisions are made. Another two hours of your day down the drain! This course gives people who call meetings the requisite skills to plan and execute a productive meeting, and follow-up properly afterward. It also provides the protocols necessary to keep a meeting on the right track, even if you're just attending. You will learn to achieve the objectives of the meeting, in a minimum amount of time, in a way that's satisfying to all participants.

COURSE OBJECTIVES

Understand why most meetings fail.	Set meeting ground rules and codes of conduct.
Decide if a meeting is necessary.	Assign various meeting roles (leader, participant, time keeper, and scribe).
Determine the best type of meeting for your needs.	Run the meeting productively in minimum time.
Learn to develop a useful, detailed agenda.	Make decisions that are of high quality and supported by everyone.
Select the correct logistics (participants, time, location, and environment).	Guarantee that all attendees participate.
Ensure that all participants are prepared.	Assign, document, evaluate, and follow-up on outcomes.

ORGANIZING YOUR OFFICE AND YOUR LIFE
Survive Information Overload and Clear the Clutter
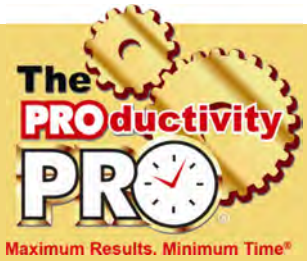
PROGRAM DESCRIPTION

Do you get 200 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 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."

» Learn six crucial brain shifts you must make to be organized in today's workplace.

» Take a quiz to determine if you're a "paper" or an "electronic" person.

» Construct and use the eight types of files.

» Discover six different choices for handling a piece of paper.

» Keep your email inbox clear and empty at the end of each day.

» Implement six simple, practical options for handling voice mail.

» Keep track of time-sensitive documents and action items.

» Organize any area systematically with a five-step process.

» Sort, process, and store email, paper, and voice mail quickly and systematically.

» Learn where to put "pending" items or papers requiring future action.

» Toss unnecessary papers and avoid the packrat syndrome.

OVERLOAD: WHAT TO DO...
WHEN THERE'S TOO MUCH TO DO!
Reduce Tasks, Increase Results, and Save 90 Minutes a Day

PROGRAM DESCRIPTION

Are you tired of hearing "do more with less"? Many people are already working as long and as hard as they can, and "productivity improvement" classes can be hard to swallow. Laura Stack, The Productivity Pro®, turns time management on its head and shows overwhelmed professionals how to actually DO LESS and ACHIEVE MORE. They'll produce greater results and create significant impact on organizational goals. Laura teaches her latest thinking using this innovative workflow formula to *reduce* to-do lists, *reduce* commitments, *reduce* distractions, *reduce* the glut of information, *reduce* inefficiencies, and *reduce* energy expenditure. Past clients using these systems and methods report savings of 90 minutes a day and higher productivity than ever before!

COURSE OBJECTIVES

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»	Refuse meetings and requests for your time when appropriate and learn to say no graciously.	»	Determine the perfect daily routine that fits your rhythms and know when to do what tasks.
»	Create a system that integrates your company software, email (Outlook emphasis), your handheld, electronic information, and your paperwork.	»	Use simple, inexpensive technologies to filter, process, and organize incoming and outgoing information.
»	Learn six crucial brain shifts you must make to be organized in today's workplace.	»	Discover a new sense of freedom from overload and control that you've not felt in years!
»	Track delegation, projects, tasks, and pending items from beginning to end using technology and systems, not your brain!	»	Learn seven steps to plan your schedule the night before, so you can hit the ground running.
»	Reduce distractions, improve concentration, eliminate multi-tasking, stay focused, and actually get something done!	»	Create a systematic workflow to filter out the high-value tasks, protect the time to do them, focus on their execution, and organize around them.
»	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 quickly pull that information from your system.

HIGH-IMPACT PRESENTATION SKILLS
Communicate on Your Feet with Confidence
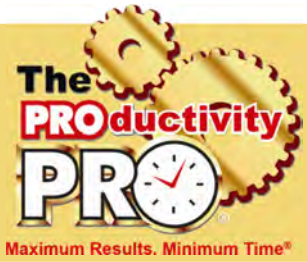
PROGRAM DESCRIPTION

Professionals admire those who make presentations with ease and confidence. If you are in business situations where you need to motivate, persuade, and hold the attention of a group, Laura's coaching will provide tested, specific strategies you can learn and practice to improve your skills. Laura Stack was the 2011-2012 president of the National Speakers Association. She's been speaking professionally for over 20 years and holds the Certified Speaking Professional (CSP), the highest earned designation for professional speakers. She'll show you how to engage an audience and present like a pro!

COURSE OBJECTIVES

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» Apply 3V impact: strengthen your vocal, verbal, and visual images.	» Use visual aids effectively.
» Enhance your delivery with proper pitch, volume, pace, and pauses.	» Learn how posture, eye contact and non-verbal ticks impact your message.
» Use words that sound powerful and professional.	» Practice the five steps to creating a high-impact presentation.
» Avoid weak speech patterns that sabotage credibility.	» Control your speaking environment and presentation logistics.
» Eliminate nervous habits and verbal fillers.	» Overcome fear and calm yourself down.
» Overcome verbal stumbling blocks.	» Stand, gesture, and move powerfully.

MASTERING PERSONAL PRODUCTIVITY

Get More Done in Less Time and Leave the Office Earlier
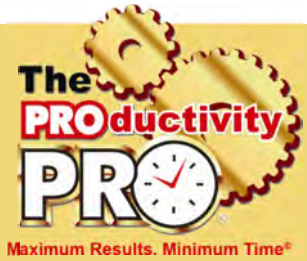
PROGRAM DESCRIPTION

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 management.
» 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.

PUTTING SAFETY AHEAD OF PRODUCTIVITY
Never Sacrifice Safety for Efficiency
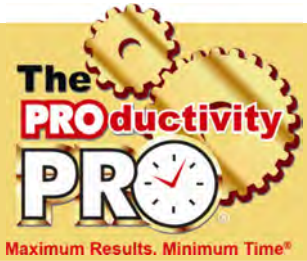
PROGRAM DESCRIPTION

Produce, produce, produce! That's the mantra leaders and workers hear today. But at what cost? You might meet your production goals, but none of that matters if three people were hospitalized this week or worse. Laura Stack, who has consulted for nearly 20 years in the field of productivity, offers a cautionary tale for safety meetings around the 5 Foes of Safety: **FAST, FOCUS, FATIGUE, FAMILIARITY,** and **FAULTY COMMUNICATION**. Through funny illustrations, videos, and exercises, Laura demonstrates to workers that the friends of productivity (efficiency, focus, and self-care) can be the foes of safety (speed, distraction, and exhaustion) and reminds them to put **SAFETY FIRST**.

COURSE OBJECTIVES

»	Discuss the friends of productivity and safety.	»	Go fast and take shortcuts only when they don't sacrifice safety.
»	Discover how and when the friends of productivity become foes of safety.	»	Learn how to concentrate and avoid the perils of distraction.
»	Experience what happens when you go too fast or lose focus.	»	Practice proper self-care and sleep habits, so you stay alert on the job site.
»	Watch humorous videos that illustrate the 5-F key concepts.	»	Discover how being too smart and relying on your brain can cause accidents.
»	Outline the Five Foes (the 5F's) of Safety: FAST, FOCUS, FATIGUE, FAMILIARITY and FAULTY COMMUNICATION.	»	Avoid accidents with teamwork, self-discipline, and a goal focus.

INCREASED PRODUCTIVITY = INCREASED SALES

How to Improve Results and Revenues

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

» 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.
» Reduce effort: be more efficient, reduce keystrokes, and tighten up your processes.	» 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 and 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.

SOCIAL MEDIA: THE DIGITAL QUICKSAND
Avoiding Time-Sucking Habits in a Web 2.0 World

PROGRAM DESCRIPTION

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. Your inbox is overflowing with status updates, discussions, and "someone posted on your wall" notifications. 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.

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.
»	Auto-file social media emails into folders.	»	Don't search—scan!
»	Turn off alerts to your phone and email.	»	Use Twitter and Twitter apps effectively.
»	Conquer social media OCD.	»	Podcast with audio and/or video and set up an iTunes feed.
»	Avoid doing anything manually.	»	Tag and share your content.

GETTING RID OF STRESS & BURNOUT

Strengthen Your Sense of Humor and Emotional Control
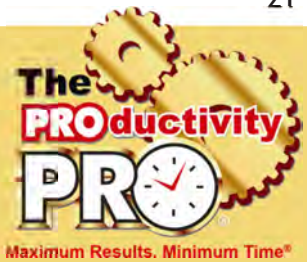
PROGRAM DESCRIPTION

The nature of work today can intensify emotional reactions. As you face the pressures of more work, more interaction with co-workers, and more stressful deadlines, you're likely to find yourself in situations where it is critical to identify and control your emotions. Unmanaged stress not only destroys your productivity, but it can also destroy your health. Stress is a known factor in 70 percent of all diseases, so people must learn to boost their energy and reduce tension. This course examines the link between your emotions and stress and teaches behavioral techniques to help you productively manage your emotions, prevent out-of-control situations, and reduce your stress. This course will help professionals who are pushed to the limit every day.

COURSE OBJECTIVES

»	Discover the sources of your stress.	»	Become a positive thinker with a great attitude.
»	Understand how stress and productivity are related.	»	Have a good sense of humor and take things lightly.
»	Identify the five stages of burnout.	»	Create "humor triggers" to counter stressful situations.
»	Learn the direct impact of perception on your emotions.	»	Set boundaries with others and learn to say no.
»	Uncover your "normal" workplace and industry stressors.	»	Control your temper at work and stay calm when angry.
»	Take personal responsibility for your own stress level.	»	Keep stressful events or difficult people from bothering you.

MAKING TEAMS WORK
How to 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
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

»	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 addictions 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.

TELECOMMUTING SUCCESS
Working Productively from Home
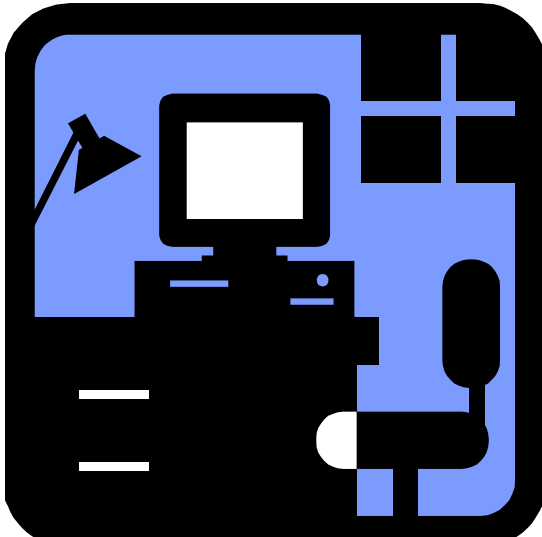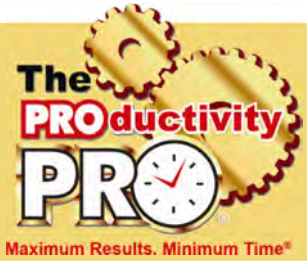
PROGRAM DESCRIPTION

You get out of bed, walk down the hall, switch on the computer, and begin working. You soon discover that it's not easy working at home! Working from home can either be a blessing or a curse. Whether you're working full time from home or just one day a week (so you can actually get some work done), there are ways to make it as productive as possible. Learn from a veteran small business owner, who has worked from home for over 20 years. Laura Stack will provide solutions for the difficulties that are frequently encountered in a home office arrangement, such as space design, distractions, procrastination, isolation, boundaries with family, professional image, and corporate visibility.

COURSE OBJECTIVES

» Discover if your personality is well-suited for working from home.	» Establish rules and routines for telecommuting successfully.
» Create proper boundaries with your family and friends.	» Overcome isolation and other challenges of working alone.
» Stay "in the loop" with the office and co-workers.	» Preserve your professional image and maintain visibility.
» Design your office for optimal productivity	» Set boundaries with family and friends.
» Set up effective organizational systems	» Avoid burnout and the "do-it-all" syndrome.
» Solve common time management problems, such as distractions and procrastination.	» Set clear and measurable objectives with your

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MANAGING YOUR TIME, PRIORITIES, AND SCHEDULE
How to Control Your Day in an Uncontrollable Workplace

The PROductivity PRO
Maximum Results. Minimum Time®

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

|	
» 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.

MANAGING AND WORKING WITH PEOPLE YOU CAN'T SEE

Working Productively in a Virtual Team Environment

The PROductivity PRO
Maximum Results. Minimum Time®
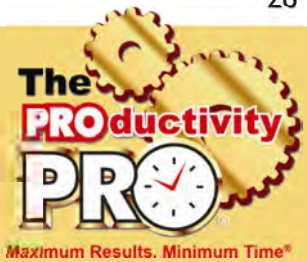
PROGRAM DESCRIPTION

A virtual team is a distributed work team whose members predominantly communicate and coordinate their work via electronic media. Working with a team of people you can't see presents many different challenges than with those you can walk down the hall to visit. Since there is little personal interaction, issues of trust, team identity, and lack of cohesion are often present. However, virtual work allows organizations to combine the best expertise regardless of geographic location, so it's imperative they learn to manage their special communication, technical, and performance management challenges. Extra care must be taken to balance a sense of detachment and isolation that may exist without the special care and feeding of these teams.

COURSE OBJECTIVES

»	Discuss effective teleconferencing guidelines for virtual meetings.	»	Increasing virtual team members' connection and sense of belonging.
»	Monitor employee productivity when you can't see them.	»	Deal effectively with time zone, cultural, life balance, and language differences.
»	Determine the proper technology and channel for different communication needs.	»	Talk about the team's "rules of engagement."
»	Keep track of group tasks, project status, and delegated items.	»	Encourage collaboration through the exchange and sharing of ideas and information.
»	Increase cohesiveness in getting the group to act like a team.	»	Discover how cultural differences make shape competition vs. cooperation on the team.
»	Learn the 4 core characteristics of successful virtual teams.	»	Maintain a high level of consistent communication between team members.

LAURA STACK, MBA, CSP

Speaker ☺ Author ☺ Consultant

President and CEO

Laura Stack, MBA, CSP is America's premier expert in productivity. For over 20 years, her speeches and seminars have helped professionals, leaders, teams, and organizations improve personal productivity, performance, and potential. Her Denver-based company, The Productivity Pro, Inc., provides time management workshops around the globe to help attendees achieve Maximum Results in Minimum Time®. Laura was the 2011-2012 president of the National Speakers Association.

Keynoter

Laura presents over 80 practical, high-energy keynotes and seminars each year 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 personal productivity topics. Laura is a high-energy, high-content speaker, who educates, entertains, and motivates professionals to improve workplace performance. She has earned the Certified Speaking Professional (CSP) designation, the highest earned designation given by the National Speakers Association.

Author

Laura is the author or coauthor of 10 books, including *What to Do When There's Too Much to Do*; *SuperCompetent*; *The Exhaustion Cure*; *Find More Time*; and the bestselling *Leave the Office Earlier*. Her newest book, *Execution IS the Strategy*, will hit bookstores in March 2014. Her books have been published in twenty countries and translated into seven foreign languages, including Japanese, Spanish, Korean, Chinese, Taiwanese, Italian, and Romanian. Laura is a columnist for Training, Productive, Time Management, and Success magazines.

Recognized Productivity Expert

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, WB News, the *New York Times*, *USA Today*, the *Wall Street Journal*, the WashingtonPost.com, Entrepreneur, and Forbes magazine. Laura has been a spokesperson for Microsoft, Day-Timer, 3M, Skillsoft, Office Depot, and Xerox.

Clients include

Starbucks	Sodexho
Tyco	Ball Aerospace
Wal-Mart	Quest
Cisco Systems	U.S. Bank
KPMG	McDonald's
Nationwide	Nestle
MillerCoors	EMC
Sunoco	Oppenheimer
IBM	Time Warner
MCI	Wells Fargo
Sprint	Visa
Enterprise	RE/MAX
Lockheed	Denver Broncos

Spokesperson

Microsoft	Xerox
3M	Day-Timer
OVC	Office Depot