

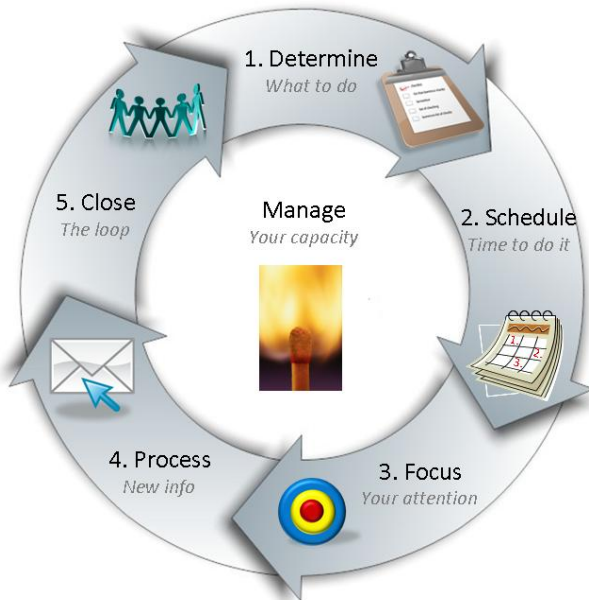
# WHAT TO DO... WHEN THERE'S TOO MUCH TO DO!

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

» 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.

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