



Maximum Results. Minimum Time.®

Laura Stack, MBA Certified Speaking Professional, is a productivity expert who helps business professionals and leaders achieve Maximum Results in Minimum Time®. She is the president of The Productivity Pro®, Inc., an international training firm specializing 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. Laura is the bestselling author of four books: *SuperCompetent: The Six Keys to Perform at Your Productive Best* (2010); *The Exhaustion Cure* (2008), *Find More Time* (2006) and *Leave the Office Earlier* (2004). She is the 2011-2012 president of the National Speakers Association and a spokesperson for Microsoft, 3M, and Day-Timer. Widely regarded as one of the leading experts in the field of employee productivity and workplace issues, Laura has been featured nationally on the CBS Early Show, CNN, *USA Today*, and the *New York Times*. She delivers one hundred presentations annually to clients such as Cisco Systems, Starbucks, Sunoco, and KPMG.

CLIENT LIST

Microsoft • Cisco Systems • KPMG • Nationwide Insurance • Sunoco
American Textile Company • IBM • Ball Aerospace • Qwest Communications
Trammel Crow • U.S. Bank • Rite Aid Corporation
Lucent Technologies • McDonald's • Nestle • Sprint • Coors
Boys & Girls Clubs of America • EMC Corporation
Oppenheimer Funds • International Dairy Queen • MCI WorldCom
Time Warner Cable • Wells Fargo Banks • VISA DPS
Mobil Chemical Company • Coca-Cola Bottling Company • Linens 'N Things
Ralston Purina • RE/MAX • Land Title • Denver International Airport
Lockheed Martin • Northwest Airlines • Allstate Insurance Company
Better Homes and Gardens • U.S. Olympic Training Festival
Enterprise Companies • Sodexho • A.G. Edwards
The Denver Broncos • Encana Oil and Gas • Pall Corporation

Laura Stack keynotes

Presentation length: 45 minutes to 1 hour and 15 minutes

1. *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 each week without compromising output or sacrificing results.

2. *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.

3. *The Exhaustion Cure: Up Your Energy From Low to Go in 21 Days.*

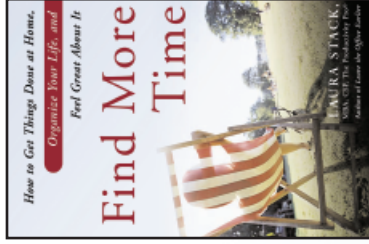
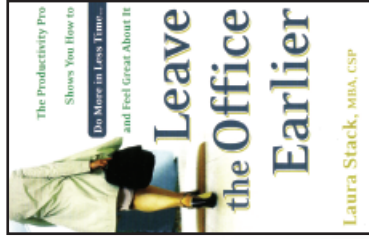
Laura's **PERSONAL ENERGY** keynote on how to be productive when you can't pick yourself up off the couch. Laura shows you how things such as • tolerations • relaxation • pacing • lighting • noise • and clutter can impact your energy. Perfect for the pooped. You'll learn to fight energy bandits with energy boosters and will soon be bopping around with increased vim and vigor.

4. *SuperCompetent: The Six Keys to Perform at Your Productive Best.*

Laura's **LEADERSHIP DEVELOPMENT** keynote on how to reach peak performance and achieve breakthrough results. Competence is simply expected in today's workplaces. But you can't be simply competent; you have to be SuperCompetent™ to get an edge and stand out over the rest. Laura teaches high potentials six proven keys to unlocking their full potential: Activity • Availability • Attention • Accessibility • Accountability • and Attitude. The Productivity Pro®, Laura Stack, 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 see that transforming your performance is not about mantras but mindsets.



www.TheProductivityPro.com



Super Competent™

In this competitive economy, just being able to do your job is no longer enough. Competence is simply expected in today's workplaces. But you can't be simply competent; you have to be SuperCompetent™ to get in the line of succession. Stack gives high potentials 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. By contrasting SuperCompetent™ hero thinking with simply competent zero thinking, you'll discover how to achieve Maximum Results in Minimum Time®.

Available concurrent sessions:

CONCENTRATION: Focusing on Your Work: Maintain Your Concentration in an Environment of Distractions

EFFICIENCY: Building Speed and Agility: Be More Efficient and Get More Done in Less Time

EMAIL: Staying on Top of the Inbox: Control, Organize, and Communicate Efficiently with Email

OUTLOOK: Using Microsoft Outlook Effectively: Discover Little-Known Tips and Tricks for Managing Your Workflow

SALES: Discovering the Time Secrets of Successful Salespeople: Improve Results without Increasing Effort

SOCIAL MEDIA: Digital Quidsand: Avoiding Time-Sucking Habits in a Web 2.0 World

TECHNOLOGY: Maximizing Your Productivity with Technology: How to Use the Latest Tools, Templates, and Tricks

TIME: Managing Your Time, Priorities, and Schedule: How to Control Your Day in an Uncontrollable Workplace

Leave The Office Earlier

Burning the midnight oil is harmful to employees and employers. But deadlines loom, e-mails pile up, and the next thing you know you've put in another thirteen-hour day. Getting to the heart of why we experience these logjams—and how to abolish them once and for all—this bestselling book explores the ten key factors that improve output, lower stress, and save time in today's workplace.

Find More Time

You have a sink full of dishes to wash, three loads of laundry to do, 17 bills to pay, 26 emails to answer, a big stack of novels on the nightstand you'd love to read, and zero minutes of free time. You can't add more hours to the day, but Stack will help you make the most of the time you have and get things done. Learn to be more productive at home and in life.

The Exhaustion Cure

Invaluable insights and practical advice are abundant in this guide to becoming more energetic and more productive in every area of life. Stack describes the factors that contribute to low energy (the "energy bandits") and explains how

to reduce their effects and build up or increase sources of positive force (with "energy boosters").



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