

The Productivity Pro®[®], Inc. Overview of Services



The Productivity Pro®[®], Inc. focuses solely on productivity improvement in high-stress industries and environments. Our clients include international corporations, associations, government agencies, non-profit groups, small and medium size businesses, and private individuals.

The Productivity Pro®[®] offers a full range of services, all designed to support our corporate purpose of helping people *Leave the Office Earlier*®, with less stress, and greater results for the time invested. 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 higher profitability and employees experience greater work satisfaction and life balance.

We specialize in working with busy managers and professionals who are working 60+ hours a week, teaching them productivity skills that will allow them to achieve greater results in less time, get out of the office earlier, and get home to their lives. We work with all levels of the organization, from the bottom to the top, creating customized solutions to help participants achieve improved performance. Our principles and systems are universal and can help anyone at any level increase output, improve quality, and save time.

- Our consulting helps you assess weaknesses and opportunities for improved organizational productivity,
- Our keynote speeches get people enthusiastic about the personal benefits of productivity and buy-in to start productivity initiatives,
- Our seminars teach the principles, systems, and skills necessary to implement positive change,
- Our individual coaching programs install those behaviors at the workplace,
- Our teleseminars, free monthly newsletter, and website provide implementation support, and
- Our library of training resources, books, and self-study programs support on-going education.

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 organizational and personal productivity goals.

A handwritten signature in black ink that reads "Laura Stack". The signature is written in a cursive, flowing style.

Laura Stack, MBA, CSP
President and CEO

The Productivity Pro® , Inc.
Seminars and Workshops
(90 min, 3-hour, 6-hour, and 2-day formats available)



Family and Work Balance

1. Balancing Work and Family: How to Keep Your Job, Your Family and Your Sanity
2. "Leave the Office Earlier" from Laura's bestselling book: How to Get More Done in Less Time... and Feel Great About It
3. Telecommuting Effectively: How to Work Productively from Home

Leadership

4. Looking at Time Through the Lens of Leadership: How to Become a More Productive Leader
5. Planning and Conducting Productive Meetings: How to Make the Minutes Count!
6. Managing Successful Projects: How to Plan and Execute Your Larger Goals

Productivity

7. Managing Your Boss: How to Be a Productive, Efficient Assistant
8. Focusing on Your Work: How to Maintain Your Concentration in a Distracting Environment
9. Mastering Personal Productivity: How to Move at the Speed of Life

Stress

10. Maintaining Energy Through the Workday: How to Improve Productivity Through Proper Self-Care and Wellness
11. Laughing Your Way to Success: How to Use Humor in the Workplace
12. Getting Rid of Stress and Burnout: How to Boost Your Productivity With Emotional Control

Time Management

13. Avoiding Procrastination: How To Do What You Should Do - Even When You Don't Feel Like It
14. Understanding Time and Work Styles: How to Work Productively as a Team
15. Managing Your Time and Schedule: How to Control Your Day in an Uncontrollable Workplace
16. Reducing Time Wasters in Your Day: How to Eliminate the Things That Slow You Down

Technology and Organization:

17. Maximizing Your Productivity Through Technology: How to Use the Latest Tools, Templates and Tricks
18. Organizing Your Office and Your Life: How to Survive Information Overload

See www.theproductivitypro.com/program_seminars_and_worksthaps.html for descriptions

The Productivity Pro[®], Inc. Speeches and Keynotes



Laura Stack is one of a handful of professional speakers whose business focuses solely on time management and productivity topics. Since 1992, Laura has taught her original principles on improving output, lowering stress, and saving time in today's workplaces. She is a high-energy, high-content speaker, who educates, entertains, and motivates employees to improve their productivity. Every speech is customized to key productivity challenges in your organization and includes a participant email survey to uncover "hot" issues. Laura uses a generous dose of humor and practical, real-life information to inspire personal and professional change.

1. **Leave the Office Earlier!**

A mountain of deadlines...and your staff is surfing the net for pleasure. Time is a precious resource – one that can't be wasted especially in today's do-more-with-less world. But managing the clock isn't the answer. Teaching employees to manage *themselves* is. *Leave the Office Earlier* is a lively, results-oriented keynote that gives your employees *three key steps* to help them work smarter and manage distractions. Help your employees beat the clock on the way to peak performance. They will leave on time with less stress and more to show for it – starting today and every day.

2. **Keep Your Job, Your Family, and Your Sanity!**

Successful people don't trade personal satisfaction for professional achievement. They know high performance depends on both. 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. This program teaches behavioral strategies and lifestyle tactics to help you to work at a realistic level. Rediscover vision, vitality, and meaning in your life!

3. **Laugh Your Way to Success!**

Most people are far too serious! In fact, U.S. workers consume over 15 tons of aspirin daily! Many of us have lost touch with the importance of fun in the workplace as a way of increasing creativity and communication, improving morale, and creating stronger teams. At the end of this lively session, you will learn strategies to inject humor into your day, increase your sense of humor, diffuse anger and tension, and help your co-workers lighten up!

30 minutes minimum to 90 minutes maximum

The Productivity Pro®[®], Inc. Customized Productivity Consulting



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.

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 and strengths. I’ll help existing teams realize the impact of their time 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 will help team members understand each other’s work and time styles, identify bottlenecks and inefficiencies, and brainstorm productivity improvements.

My consulting philosophy is to offer advice and services that will increase profitability through improved employee performance and productivity. Please call my office and arrange a time to chat personally. I look forward to discussing how I might assist you.

A handwritten signature in black ink that reads "Laura Stack". The signature is fluid and cursive.

Laura Stack, MBA, CSP
President and CEO

The Productivity Pro®₂, Inc. Telecoaching and Teleseminars



The Productivity Pro® Inside Circle

Laura Stack holds a quarterly seminar (in person) for an annual subscription of \$249, interviewing renowned productivity experts and answering “live” questions related to the topic. Members of her circle receive a self-study audio seminar with workbook each month and unlimited email coaching with Laura. Please see Web site for current dates, topics, and registration information.

Seminar Follow-Up Telecoaching for *Individuals*

Optional half-hour phone calls with individual seminar participants three weeks following the seminar reinforces behavior changes and assist in customizing individual application of the course curriculum.

Seminar Follow-Up Telecoaching for *Groups*

Optional teleseminar with the entire group of seminar participants, once a week for four weeks, ensures that training seminars “stick” and real behavioral change takes place. Investment is \$500 per one-hour teleseminar with an unlimited number of participants.

Individual Private Productivity Telecoaching

Series of four or more one-hour phone calls, at weekly intervals, to give focused attention to gain behavior change and maintain consistency in application. Includes unlimited email coaching in between phone calls.

Public/Open Enrollment Teleseminars

A few times a year, Laura Stack (in person) will conduct a “live” teleconference, discussing a productivity topic with hundreds of participants at one time.

Information: http://www.theproductivitypro.com/program_teleseminar.html

- ✓ Once registered, you will receive a detailed email with instructions for dialing into the bridge line. The call is not toll-free.
- ✓ You may email me a question specific to the teleseminar topic prior to the call, and I’ll try to answer as many as I can (beginning with those most frequently asked). You may also email follow-up questions.
- ✓ The session will be recorded and available for playback for 14 days following the teleseminar. You will receive playback instructions via email after the seminar.

The Productivity Pro[®], Inc.

Public Workshops



Our primary training focus at The Productivity Pro[®] is customized in-house training. However, we do on occasion offer workshops that are open to the public. Please visit http://www.theproductivitypro.com/program_publicworkshop.html for current availability, scheduling, and registration information.

Who Should Attend

Executives, managers, sales representatives, support staff, and other professionals who work long hours and feel overwhelmed by work volume, information, and projects.

Participant Materials

You will receive the text *Leave the Office Earlier* (written by Laura Stack and published by Broadway Books) and a workbook for use as a job aid and reference manual.

Tuition

Tuition: Your investment for each workshop is only \$295 per person or \$245 when enrolling three or more individuals for the same workshop. \$100 discount for second day.

Participant substitutions are permitted at any time prior to the workshop. If cancellation occurs ten or more business days prior to the workshop, a full refund is available. If you cancel fewer than ten business days prior to the workshop, we will gladly issue a full credit for future public or in-house workshops.

Other Information:

- ✓ This will be a very interactive, roll-up-your-sleeves, learn new skills workshop. You will be bringing a pile of paper you don't know what to do with, your time management system, a list of your files, and a sample weekly schedule.
- ✓ You must agree to complete the pre-work prior to attending, which you will receive after registration. You will be completing a time log, some reading, and the 100-point Productivity Quotient (PQ) assessment.
- ✓ To keep costs down and accommodate dietary needs, participants will purchase their own meals. Beverages will be provided.
- ✓ You will walk away with your own self-improvement action plan.
- ✓ Format includes lecture, small group, large group, role-play, individual exercises, partnering work, and quizzes.
- ✓ Dress is business casual. We recommend you bring a sweater or light jacket due to room temperature fluctuations.

The Productivity Pro®₂, Inc. Workspace Organizing Services



The Miracle in a Day

For those who would like The Productivity Pro® to do the implementation for them, so they can start off with a clean desk and a system in place to keep them organized.

What will a *Miracle in a Day* do for you?

- Provide greater clarity about how to sort and tackle priorities
- Reduce paper and clutter in your work environment
- Capture and eliminate the backlog of unprocessed items
- Increase productivity, which will save you time and money
- Teach you the efficient handling of mail, filing, email, and other repetitive tasks
- Reduce stress and increase job satisfaction

A team of our productivity trainers will:

- ✓ Arrive at your office with the necessary supplies
- ✓ Identify and strategize the individual needs and processes needed
- ✓ Create a highly-functional paper and digital organizational system
- ✓ Design a process for keeping your desk organized
- ✓ Teach you the systems and processes we have put into effect

If you have an assistant, he/she is encouraged to participate in this process too. Your investment may include other productivity products and services that will enhance your personal productivity.

At the end of the day, you will have a system where:

- You will know what to do with every new piece of information,
- You (and anyone else in your office) can find anything we filed in 5 seconds or less,
- You will have a “game plan” for any papers or files we didn’t get converted on that first day and new incoming information.

An organizing associate will then schedule a two-hour follow up call with you in 30 days to ensure that you are maximizing the systems we put in place for you. *We are so confident that you will love the Miracle in a Day that we guarantee our work 100%!*

Seminar Follow-Up Coaching. Optional individual follow-up coaching with seminar participants reinforces the seminars principles and assists in customizing individual application. Full day covers seven participants, one hour review session in office.

The Productivity Pro® , Inc.

Audio Training



Self-Study Audio Workshops

Learn personal productivity techniques in your car or sitting at your desk. Each one-hour audio recording features Laura Stack "The Productivity Pro"(R) 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

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

You'll have unlimited access to the world's top success coaches to fit your schedule. From motivation and meetings to memory enhancement, the **Leadership** audio suite offers hours of inspiration and practical steps to power-up your influence in all areas of the workplace and beyond. Featured speakers include Laura Stack, Chris Widener, Zig Ziglar and Brian Tracy plus many more. **Length:** Over 14 hours of instruction.

2. Sales Success: Everything you need to know to Increase your Earning Power

Sales ability is a skill.....and skills can be taught! Listening to these 14 audio CDs and 1 DVD will put the experience of the world's leading Sales coaches at your fingertips. You will be exposed to the sales mastery skills in the secrets of persuasion, closing, negotiating to win, how to work a room, prospecting and how to project a winning attitude to everyone you meet. Featured speakers include Laura Stack, Chris Widener, Zig Ziglar and Tom Hopkins, plus many more. **Length:** Over 14 hours of instruction.

3. Live Your Best: Inspiration for Today's Woman from Today's Top Motivators

You'll be entertained and inspired by stories from today's top experts on subjects important to you. From wealth-building to weight loss; time management to transforming the workplace, the Live Your Best audio suite offers hours of inspiration and enrichment to power-up your influence in all areas of the work environment and the home. Featured speakers include Laura Stack, Chris Widener, Zig Ziglar and Dr. Sheila Murray Bethel, plus many more. **Length:** Over 14 hours of instruction.

The Productivity Pro®, Inc. Sponsorship Services



Gold Sponsorship Option \$7,500

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.

The Productivity Pro[®], Inc. Sponsorship Services



Silver Sponsorship Option \$5,000

1. One complimentary conference registration for company attendee.
2. Company representative is introduced by Laura from the platform.
3. Include company logo in program/room signage.
4. Include company logo in the printed program brochure next to Laura Stack photo and presentation description.
5. Mention company's products and corresponding productivity benefits from the platform numerous times.
6. Hang a company banner behind the stage during my presentation.
7. Hand out company-provided fliers with company logo on each participant's chair.
8. Include the company's logo on the student workbook, handouts, and PowerPoint slideshow.
9. Acknowledge company as event sponsor on The Productivity Pro[®] website.

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

The Productivity Pro[®], Inc. Sponsorship Services



Bronze Sponsorship Option \$2,500

1. Mention company products and corresponding productivity benefits from the platform numerous times.
2. Hang a company banner behind the stage during my presentation.
3. Hand out company-provided fliers with company logo on each participant's chair.
4. Include the company's logo on the student workbook, handouts, and PowerPoint slideshow.
5. Acknowledge company as event sponsor on The Productivity Pro[®] website.

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

The Productivity Pro[®], Inc. Speciality Services



Spokesperson

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.

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 accomplishing things
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

Focus Group Facilitation

Laura facilitates employee focus groups to identify and remove the often hidden barriers to performance in order to increase productivity and return on investment, as well as increase team member satisfaction and morale.

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

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

The Productivity Pro®, Inc. Other Available Resources



Website

www.TheProductivityPro.com. The Productivity Pro, Inc. Web site contains free articles, media information, and course descriptions.

Email Newsletter

Our FREE monthly newsletter, The Productivity Pro® news"E"letter contains the following contents each month:

- Message from Laura
- Feature Productivity Article
- Time Tips and Traps
- Ask the Expert
- Letters to the Editor
- Hot Links
- Words of Wisdom
- Laura in the NEWS
- Featured Seminar
- Where in the World is Laura?

Back issues: http://www.theproductivitypro.com/resources_newsletter_archive.html

Subscribe: http://www.theproductivitypro.com/resources_subscribe.html

The Never-Ending Planner™

Designed by the Productivity Pro ® for people who prefer paper planning systems. You'll never have to buy another time management system again, because this one allows you to photocopy and reuse all the forms over and over. Use any 8-1/2 x 11 three-ring binder and regular copy paper. You'll receive templates for:

1. Monthly calendars
2. Daily plans
3. Master task list – personal
4. Master task list – business
5. Project plans
6. Goals
7. Schedules
8. Important information
9. Lists
10. Address/phone

The Productivity Pro[®], Inc. Educational Resources



Item	Qty.	Price	Total
<i>Leave the Office Earlier</i> (book)		\$10	
<i>Motivational Leaders: Strategies and Wisdom from America's Top Professional Motivators</i> (book)		\$7	
<i>Celebrate Your Overflowing Life</i> (video)		\$39	
Audio self-study workshops include a one-hour downloadable audio file and a PDF self-study workbook:			
1. Preparation: Goals, projects, priorities, scheduling		\$39	
2. Reduction: Timewasters, interruptions, meetings		\$39	
3. Order: Filing, paper, email control, voice mail		\$39	
4. Discipline: Procrastination, self-control, perfectionism		\$39	
5. Unease: Stress, attitude, humor, emotions		\$39	
6. Concentration: Focus, multi-tasking, memory, reading		\$39	
7. Time Mastery: downtime, driving, self-management		\$39	
8. Information Management: computers, digital filing		\$39	
9. Vitality: Importance of exercise, sleep, diet		\$39	
10. Equilibrium: balance, saying no, boundaries		\$39	
Complete package of 10 modules \$100 discount		\$299	
Tickler file (completely set up; 43 folders)		\$39	
Starter filing pack (10 each: project, idea, subject, client files; filing index labels; subject file labels)		\$39	
The "Never-Ending Planning System" TM		\$49	
Article/Internet searchable information database (Microsoft Access format)		\$39	
Deluxe Indexed Desk File/Sorter for paper		\$35	
14 CD/DVD Boxed Set: <i>Leadership Success Series</i>		\$49	
14 CD/DVD Boxed Set: <i>Sales Success Series</i>		\$49	
14 CD/DVD Boxed Set: <i>Executive Women Success Series</i>		\$49	
TOTAL (prices include sales tax)			

Payment Method: Master Card VISA AMEX Cash Check

Credit Card number: _____

Expiration date: _____

Name on card: _____

Signature: _____

Ship to (shipping charges will be added if you want your items mailed to you):

Name/Title: _____

Organization: _____

Address: _____

City, State, ZIP: _____

Phone: _____

Email: _____