

Laura Stack Program Descriptions

What to Do When There's Too Much to Do:

Reduce Tasks, Increase Results, and Save 90 Minutes a Day

Everyone is so overwhelmed with demands today, it's not uncommon for professionals to work 60 hours a week any more. You'll learn how to scale back—reduce, reduce, reduce is Laura's mantra. Laura shows how you to separate the productive wheat from the nonproductive chaff, hone in on high-value tasks, protect the time to do them, and focus on their execution. You'll find dozens of ways to shrink your to-do list, calendar commitments, distractions, interruptions, information overload, inefficiencies, and energy expenditures. You'll see how you can be more efficient, organized, and focused, so you can achieve maximum results in minimum time, get out of the office earlier, and get home to the people you love.

Doing the Right Things Right (from her brand new book of the same name):

How the Effective Leader Spends Time

Leaders are so overwhelmed trying to balance the day-to-day operational responsibilities of their jobs, as well as find time to work with their teams and think about strategic initiatives, they struggle with time management and life balance. This keynote, based on Laura's book of the same title, identifies twelve practices that will enable leaders to be effective and efficient, grouped into three areas where leaders spend their time, called 3T Leadership: Strategic Thinking (Business), Teamwork (Employees), and Tactics (Self). For each practice, Stack offers advice from her 25 years in the trenches, working with thousands of leaders globally. You'll receive scores of new ideas on how you, your team, and your organization can boost productivity.

The Seven Habits of Highly Profitable Salespeople

What separates an average salesperson from a high-performing salesperson? They spend more time on activities that produce sales and less time on those that don't. Simple concept? Yes, but difficult to implement in reality, because most traditional sales training doesn't focus on productivity, and "old school" time management techniques have little application for the salesperson. In this session, you'll learn "real world" methods to manage your schedule, tasks, devices, follow-ups, and email.



SUPERCOMPETENT®:

The Six Keys to Perform at Your Productive Best

In this keynote, emerging leaders, high potentials, and new leaders will learn how to achieve peak performance in the workplace. In this competitive economy, just being able to do your job is no longer enough. Competence is expected; you've got to be SuperCompetent to get an edge. SuperCompetent will give you proven methods to reach your maximum potential and achieve breakthrough results. You'll get to your productive best by mastering six keys to peak performance.

Attack of the Productivity Suckers:

The Four Things That Suck the Productivity Out of You ...and How to Fight Back!

You work hard. You know how to make lists and check things off. You really want to be productive. But everyone and everything else keeps ruining your plans! So many things keep us from doing what we know we should be doing. In this funny, high-energy program, Laura Stack aka The Productivity Pro®, reviews the four main things that suck the productivity right out of you! You'll discover your biggest productivity sucker and take away some practical tools to defend yourself.

Creating High-Performance Teams:

How to Make Your Team WORK

Teamwork is the core foundation of your organization. When you can help your team members become more productive, cohesive, and synergistic, you'll create an unstoppable force that can take your company anywhere you want to go. Laura Stack's T-E-A-M model will help facilitate this shift. We must all work together to keep from wasting each other's collective time.

Execution IS the Strategy:

How Productive Leaders Get Things Done Through Others

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 her L-E-A-D 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.

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The Ten Habits of Highly P-R-O-D-U-C-T-I-V-E Professionals:

How to Have a Productive Day, Every Day! From her groundbreaking, bestselling book, *Leave the Office Earlier*. (full day required):

P = PREPARATION. Get ready to have a productive day. Set goals, plan, and prioritize your activities. Translate your lofty, long-term goals into actionable tasks you can work on today.

R = REDUCTION. Eliminate things that slow you down. Evaluate commitments, inefficiencies, and meetings. Discover your low-value activities and focus on the important.

O = ORDER. Get organized. Use Laura's C-O-R-E, 6D, and Space methodologies to regain control. Create the systems you need to stay on top of things.

D = DISCIPLINE. Maintain productive behaviors. Practice self-control, eliminate procrastination, and reduce perfectionist tendencies. Focus on doing what you should be doing, rather than what you want to be doing.

U = UNEASE. Use stress positively. Recognize your signs of overload, increase flexibility, and control your emotions. Maintain control when pushed to the limit.

C = CONCENTRATION. Stay on target and stop multi-tasking. Learn the four T-Y-P-Es of distractions, discover amazing focus techniques, and achieve a state of F-L-O-W. Discover how to maintain focus on the task at hand.

T = TIME MASTERY. Manage your activities effectively throughout the day. Discover your biggest time wasters, communication obstacles, and scheduling inefficiencies. Run your life, rather than letting it run you.

I = INFORMATION MANAGEMENT. Use technology to boost output. S-H-A-R-E your information, manage your email and keep an empty inbox, and discover cool new technologies. Keep track of the deluge of information effortlessly.

V = VITALITY. Focus on yourself. Boost your energy levels, discover how health impacts productivity, and practice good self-care. Increase your capacity, so you can perform at your best.

E = EQUILIBRIUM. Spend time correctly across all areas of your life. Articulate your core values, your personal mission statement, and discover what "balance" means for you. Make the proper personal choices and work at a realistic level.



The Stack Attack! (Hands-on Workshop with Laura):

Mastering Your Workflow, Time, Tasks, and Email

Laura STACK will help you ATTACK your organization, email, and time management systems. You will arrive with your smartphone, tablet, laptop, time management system, to-do lists, calendars, and an open mind. You will leave with an empty email inbox, a new organizational system, and a brand-new time management methodology. After this day, you will always know what to do with any piece of information that enters your life in the future. You will watch Laura's demonstrations of how she actually runs her workflow and then receive coaching and direction while you do it.

This is not a sit-and-watch seminar. This is a hands-on, overhaul-your-system, implement new-techniques full-day work session. This Microsoft certified Outlook expert will also leave behind 12 HOURS of online videos, so you won't get "stuck" after she leaves.

Workflow Mastery:

Organize Your Time, Tasks, and Inbox

Workflow is the skillset that truly sets Laura Stack apart from all productivity experts. It requires mastery of email handling, planning, scheduling, project, time, and task management, prioritization, and organization. Workflow is the "secret sauce" that separates ordinary performers from the extraordinary. Having these skills will set you apart from the rest. Your team will function at optimal levels with everyone using the same system. Laura's method is bulletproof.

Nothing falls through the cracks. Deadlines aren't missed. Pending items are tracked. Loops are closed. There is no re-reading, re-thinking, re-processing. Inboxes are empty, and multiple to-do lists are integrated into a single, consolidated system. You'll sleep well at night, knowing that everything is under control, and you're on top of everything. Your life will never be the same. Even "power users" are wide-eyed at the end of this session. AND as a bonus, Laura injects plenty of humor to make it fun.



The Seven Daily Habits of Highly Profitable Salespeople:
How the Effective Salesperson Spends Time

What separates an average salesperson from a high-performing salesperson? They spend more time on activities that produce sales and less time on those that don't. Simple concept? Yes, but difficult to implement in reality, because most traditional sales training doesn't focus on productivity, and "old school" time management techniques have little application for the salesperson. In this session, you'll learn "real world" methods to manage your day.

Become an Email Cracker Jack with Laura Stack:
Dealing with Digital Overload Requires Microsoft Outlook with Exchange)

Certified Microsoft Office Outlook Specialist, Laura Stack, is the Queen of Email Productivity. This seminar will give you solutions for some of your most challenging Outlook questions! Includes a reference workbook with screen shots and detailed, step-by-step instructions, as well as an optional 12-hour online follow-up training curriculum. Laura will help you overcome your fear of something falling through the cracks, because her system is bullet-proof!