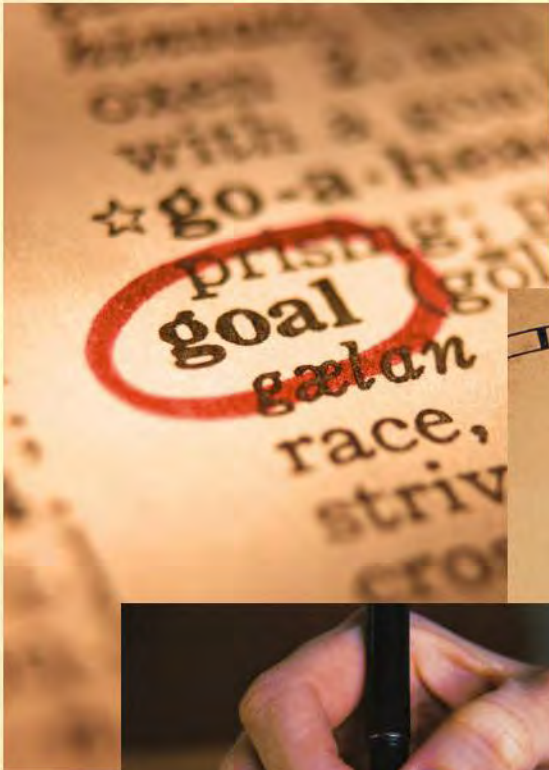


INTRODUCING...

The Productivity Pro®, Inc.



www.TheProductivityPro.com

Laura Stack, MBA, CSP
Is *The Productivity Pro®*

LAURA STACK, MBA, CSP

Speaker • Author • Consultant



President & CEO

Laura Stack, MBA, CSP, has consulted with Fortune 500 corporations for nearly 20 years in the field of personal productivity. She helps her clients achieve Maximum Results in Minimum Time® and develop high-performance cultures. She is the president of The Productivity Pro®, Inc., which specializes in productivity improvement in high-stress organizations; she is also the 2011-2012 president of the National Speakers Association.

Keynoter

Laura presents over 100 practical, high-energy keynotes and seminars each year on improving output, lowering stress, and saving time in today's workplaces and homes. She is one of a handful of professional speakers whose business focuses solely on time management and productivity topics. Laura is a high-energy, high-content speaker, who educates, entertains, and motivates professionals to improve workplace productivity. She has earned the Certified Speaking Professional (CSP) designation, the highest earned designation given by the National Speakers Association (NSA).

Author

Laura is the bestselling author of four books, including *SuperCompetent: The Six Keys to Perform at Your Productive Best* (Wiley, 2010); *The Exhaustion Cure* (Broadway Books, 2008), *Find More Time* (Broadway Books, 2006), and the bestselling *Leave the Office Earlier* (Broadway Books, 2004), which was hailed as "the best of the bunch" by the *New York Times*. Her books have been published in nine countries and translated into six foreign languages, including Japanese, Korean, Chinese, Taiwanese, Italian, and Romanian.

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, NBC TV, WB News, the *New York Times*, *USA Today*, the *Wall Street Journal*, the *WashingtonPost.com*, *O Magazine*, *Entrepreneur*, *Readers Digest*, and *Forbes* magazine. Laura has been a spokesperson for Microsoft, 3M, Skillsoft, Office Depot, and Xerox, and she is the creator of The Productivity Pro® planner by Day-Timer.



Clients Include

Starbucks	Sodexo
Tyco	Ball Aerospace
Wal-Mart	Qwest
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
QVC	Office Depot

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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

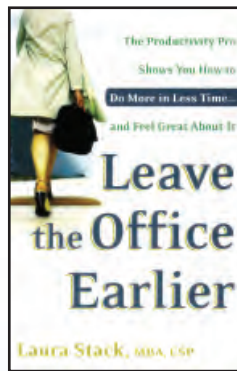


Super Competent™

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 Quicksand: 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



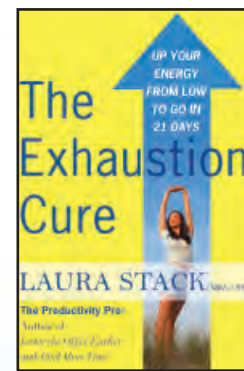
Leave The Office Earlier

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.

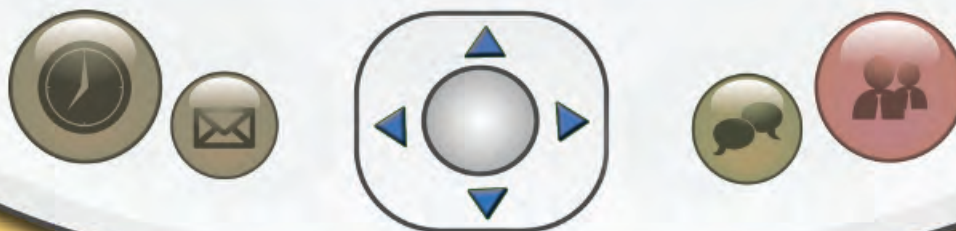


The Exhaustion Cure

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").



Maximum Results. Minimum Time.®



ABOUT THE PRODUCTIVITY PRO, INC.



Laura Stack, MBA, CSP, has consulted with Fortune 500 corporations for nearly 20 years in the field of personal productivity. She helps her clients achieve Maximum Results in Minimum Time® and develop high-performance cultures. She is the president of The Productivity Pro®, Inc., which specializes 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. She is one of a handful of professional speakers whose business focuses solely on time management and productivity topics. Laura is a high-energy, high-content speaker, who educates, entertains, and motivates professionals to improve workplace productivity.

Laura is the bestselling author of four books, including *SuperCompetent: The Six Keys to Perform at Your Productive Best* (Wiley, 2010); *The Exhaustion Cure* (Broadway Books, 2008), *Find More Time* (Broadway Books, 2006), and the bestselling *Leave the Office Earlier* (Broadway Books, 2004), which was hailed as "the best of the bunch" by the *New York Times*. Her books have been published in nine countries and translated into six foreign languages, including Japanese, Korean, Chinese, Taiwanese, Italian, and Romanian. She is also a contributor to two of the popular *Chicken Soup for the Soul* books. Laura's popular monthly electronic newsletter has subscribers in 38 countries. She is a Microsoft Certified Application Specialist in Outlook.

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, NBC TV, WB News, the *New York Times*, *USA Today*, the *Wall Street Journal*, the *WashingtonPost.com*, the *Chicago Tribune*, *O Magazine*, *Entrepreneur*, *Readers Digest*, and *Forbes* magazine. Laura has been a spokesperson for Microsoft, 3M, Skillsoft, Office Depot, and Xerox, and she is the creator of The Productivity Pro® planner by Day-Timer. Her client list includes top Fortune 500 companies, including Starbucks, Wal-Mart, IBM, GM, MillerCoors, Lockheed Martin, Wells Fargo, and Time Warner, plus a multitude of associations and governmental agencies.

Laura holds an MBA in Organizational Management (University of Colorado, 1991), integrating the importance of productivity in business with employee retention and satisfaction. She is the 2011-2012 President of the National Speakers Association (NSA) and is the recipient of the Certified Speaking Professional (CSP) designation, NSA's highest earned designation.

Laura lives with her husband and three children in Denver, Colorado.



LAURA STACK

is perfect for this group!



What Laura does...

Presents high-energy, high-content keynotes and seminars that help salespeople, entrepreneurs, and office professionals achieve Maximum Results in Minimum Time® and increase personal productivity!

Where to use Laura...

- Sales associations and sales meetings for entrepreneurial salespeople (financial services, professional services, insurance, real estate, pharmaceutical, business owners).
- Staff and middle management level “office” and “staff” positions such as marketing, admins, IT, HR, PR, operations, purchasing, etc.
- Fortune 1000 corporate training seminars and workshops on improving personal productivity, time management, life balance, email control, and organizational skills.

Why Laura?

Unique selling points...

- » Laura is one of only a handful of professional speakers whose business focuses solely on time management and productivity topics, so she doesn't have much competition.
- » Laura is the 2011-2012 president of the National Speakers Association, a membership organization of 3,000 speakers nationwide.
- » Laura is a spokesperson for Office Depot, 3M, Microsoft, and she is the creator of The Productivity Pro® line of Day-Timer® planner.
- » Laura is a bestselling author of four books by Random House and John Wiley & Sons.
- » Laura has an MBA and was awarded the Certified Speaking Professional (CSP) designation.
- » Laura is the media's go-to person on workplace issues and has been featured on CBS, CNN, NBC-TV, NPR, Bloomberg, and the New York Times.

Laura's a great fit any time you hear your employees or members say...

- » “I just lost half of my department to layoffs but still have to hit higher numbers this year!”
- » “We are so overwhelmed with work and don't have enough hours in the day to get anything done!” “I have 2,000 emails in my email in-box!”
- » “Our staff works insane hours trying to keep up with everything there is to do!”
- » “We are so stressed out and have no life balance from working too long and hard!”
- » “We need a program on time management, organization, peak performance, stress management, life balance, email and electronic usage, and/or productivity.”

Perfect audiences...

- » Leaders who have lost staff and are expected to produce greater results with fewer people.
- » Managers who need to improve departmental profitability but can't add staff.
- » Employees who need to get more work done in less time and be more productive at work.
- » Salaried employees who are working well over 40 hours a week...50...60...75 hour work weeks.
- » Sales professionals pressed to generate more sales while on the road.
- » Administrative professionals trying to keep everything organized.

KEYNOTES

Productivity Programs with Laura Stack



Session Titles

- » ***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.
- » ***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.
- » ***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. You can know all the productivity tips in the world, but nothing will work if you don't have the energy to give 100 percent. 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.
- » ***Get More Work From Fewer People: Without Making Them Hate You or Quit.***
Laura's **LEADERSHIP** keynote on how managers can improve employee productivity. Laura teaches you how to • control meetings • use an admin more effectively • improve process efficiencies • delegate instead of do • ward off "drop in" visitors • create tracking and reminder systems • avoid "speed bumps" in employees' paths • eliminate activities that waste time • and model effective productivity behavior. Perfect for those in leadership positions who have lost staff but are still expected to accomplish greater results.
- » ***SuperCompetent: The Six Keys to Perform at Your Productive Best.***
This is Laura's newest keynote on **HIGH PERFORMANCE** 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. The Productivity Pro® 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'll see that transforming your performance is not about mantras but mindsets.

CONCURRENT SESSIONS

Seminars and Workshops with Laura Stack



Laura has taught productivity sessions for nearly 20 years. We can customize any topic into 90-minute, half-day, full-day, and two-day formats. We'll send you a set of objectives, which may be mixed and matched to suit your clients' training goals. Please discuss your time constraints and productivity challenges with Laura to design the correct program to meet the group's needs.

Session Titles

» 1. ASSISTANTS: <i>Managing Your Boss and Managing UP</i>	» 12. PROCRASTINATION: <i>Avoiding Procrastination and Maintaining Self-Discipline</i>
» 2. BALANCE: <i>Balancing Work and Family and Leaving the Office Earlier</i>	» 13. PRODUCTIVITY: <i>Achieving Maximum Results in Minimum Time</i>
» 3. CONCENTRATION: <i>Focusing on Your Work in a Distracting Environment</i>	» 14. PROJECTS: <i>Planning and Executing Successful Long-Term Projects</i>
» 4. DELEGATION: <i>Making and Tracking Who Owes You What by When</i>	» 15. SALES: <i>Discovering the Time Secrets of Successful Salespeople</i>
» 5. EFFICIENCY: <i>Building Speed and Agility and Doing Your Work Faster</i>	» 16. SOCIAL MEDIA: <i>Avoiding Time-Sucking Habits in a Web 2.0 World</i>
» 6. EMAIL: <i>Staying on Top of the Inbox and Keeping It Empty</i>	» 17. STRESS: <i>Getting Rid of Stress and Burnout to Maintain High Performance</i>
» 7. ENERGY: <i>Maintaining Energy and Productivity All Day Long</i>	» 18. SUPERCOMPETENT®: <i>The Six Keys to Perform at Your Productive Best</i>
» 8. LEADERSHIP: <i>Looking at Time Through the Lens of Leadership</i>	» 19. TEAMS: <i>Making Teams Work by Understanding Time and Personality Styles</i>
» 9. MEETINGS: <i>Planning and Conducting Productive Meetings</i>	» 20. TECHNOLOGY: <i>Maximizing Your Productivity with Technology and Gadgets</i>
» 10. ORGANIZATION: <i>Organizing Your Office, Paperwork, and Files</i>	» 21. TELECOMMUTING: <i>Working Effectively from Your Home Office</i>
» 11. OUTLOOK: <i>Using Microsoft Outlook Productively (2003, 2007 or 2010)</i>	» 22. TIME MANAGEMENT: <i>Managing Your Time, Priorities, and Schedule</i>

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To book Laura Stack to speak at your next event or meeting, please contact the speakers bureau representative who sent you this document.

"THE ONLY GOAL YOU WILL NEVER HIT IS THE ONE YOU DON'T SHOOT AT."

6. Attitude ...is Infectious

1. ACTIVITIES

"PROCRASTINATION? CAN WE TALK ABOUT THAT TOMORROW?"

2. AVAILABILITY

PROTECTING YOUR TIME

The 6 Keys to Perform at Your Productive Best

SUPER COMPETENT PROFESSIONALS

3. ATTENTION

WHAT'S ON YOUR MIND? YOU GOT 20 MINUTES.

4. ACCESSIBILITY

ELIMINATE DISTRACTIONS

5. ACCOUNTABILITY

CONCENTRATE YOU MUST!



VS.



YOU GUYS READY TO CONQUER THE WORLD TODAY?



IF IT'S NOT WORKING, FIX IT!

BUT THIS IS HOW WE'VE ALWAYS DONE IT.

CAN YOU ACCESS WHAT YOU NEED QUICKLY?

GET ORGANIZED!

DON'T DO IT! WRITE IT DOWN!

JUST LET ME GET SOME WORK DONE!

"IF YOU THINK IT, INK IT."



PRIORITIES!



OUR CLIENTS



Laura Stack

"You truly are incredible! You are the perfect speaker for any audience and the perfect person to partner with! You "get it", so much more than an amazing presentation. You customized to our audience, used their buzzwords and incorporated whatever I asked into the presentation. Received terrific feedback from anyone I spoke to today. Thank you so much!"

- Steve Silver,
Human Resources Director,
Aramark

Bank of America 

 Merrill Lynch



Microsoft®

CISCO SYSTEMS



usbank®

 DAY-TIMER® USA



Lucent Technologies
Bell Labs Innovations

tw telecom.

LOCKHEED MARTIN



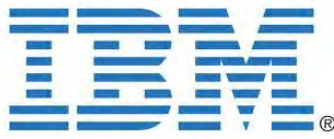
 MillerCoors™

 ARAMARK

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OUR CLIENTS



“Your visit with our staff was amazing. More than I could have hoped for and just the right energizer to get us on track. The systems you helped us work out will keep us on track and our productivity numbers increasing. The staff sees a way to do their jobs and still have time to really communicate with our clientele. Your positive approach empowered all of us to seek higher levels and accomplish more. Thank you!”

- Montague Boyd, CFP;
Senior Vice President - Investments,
UBS Financial Services

TESTIMONIALS



“

Sunoco engaged Laura Stack to conduct a customized workshop on "Managing Multiple Priorities & Information Overload." The response to this training has been tremendous. Evaluation scores put it among the top 3 in-house seminars we have offered. Laura is wonderfully enthusiastic and engaging. She offers a unique combination of expertise in time management, personal organization and skill with the tools available in Microsoft Outlook. I would highly recommend her to any organization desiring to increase employee productivity.



- Barbara Mauntler, Sr. HR Specialist of Sunoco

We can't say enough good things about Laura Stack's training! Laura is such a dynamic speaker that you'll not only stay awake but will leave wanting more. We came away with powerful ideas on managing our time. This was a life-changing event! It's like no other time management training you've encountered to date. You'll leave with her book, "Leave the Office Earlier" and a workbook with very specific forms and ideas. Most helpful, perhaps, are the detailed "here's how you do it" instructions for great Outlook tools - the information goes way beyond other Outlook training I've attended. Yes, I'm going to become proficient at handling my inbox!



- Sher Long, EnCana Oil & Gas (USA) Inc.

I had no idea how much you were going to touch my life. You must have bugged my office, car, and home. There is no other way you could have hit every item directly on the head. I was amazed to say the least.

-Tenita Mitchell, HR Manager of MetaMetrics, Inc.



MetaMetrics.



Laura is a true professional and truly understands what is necessary to meet end results. Laura is always a professional with her dealings with us and knows what is required to get the job done and will go the extra mile to get the job done.

- Ken Drudy, Director of Global Supply Chain of ACCO Brands Corporation/Day-Timers, Inc.

In completing only a one-day course, our managers made excellent and visible improvements in their skills.

- Lori A. Trombetta, Regional Training Manager of Qwest Communications



”

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TESTIMONIALS



“

Thank you again for participating in our first ever “Virtual” All Hands Administrator’s Meeting! You were fabulous and honestly one of our best moderated chat speakers. Your information was relevant, and as usual, your ability to relate on all levels and add humor to the subject really had the audience’s attention – even virtually. Great job!

- Debbie Gross, Office of Chairman & CEO of Cisco Systems



Laura spoke to a group of our HR associates. She was energetic, engaging and clearly knowledgeable about the subject matter. Some team mates attended her session at a SHRM conference and brought back GREAT tips we have used since.

- Patti Barnes, Senior HR Specialist at Wal-Mart Stores, Inc.

I was scanning the room during your presentation and there were some of our people cracking smiles and laughing that hadn’t done so for a LONG time...that’s when you know you’re getting through with your presentation!



- Mike O’Brien, Contracts Manager of Lockheed Martin

Laura Stack provided an outstanding service to our group with solid insights as to how we can become a more productive team. She is an expert in helping groups become more efficient in their everyday work life. Laura works closely with her clients to apply her area of expertise directly to a client’s specific situation. She has a personable, high energy style that engages the audience throughout her program.

- Mike D’Innocente, Channel Development Manager of MillerCoors

Laura was delightful to partner with and the customized



final product was perfect. I was very thankful for the upfront understanding Laura sought of the business and of the team. Laura is very personable which puts attendees at ease. She is able to modify a program seamlessly if she feels there is a need based on observation of audience feedback or request to do so. Laura knows her trade extremely well.

- Carin (Hess) Owen, Human Resources Director of Time Warner Telecom



”

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Fax 404-760-3022
Toll Free 888-654-7231

The 680 Group
www.ubs.com/team/680group

www.ubs.com

February 8, 2011

To Whom It May Concern

RE: Laura Stack, MBA, CSP

I am the lead in an investment and financial planning group operating at UBS Financial Services in Atlanta, GA. We decided to bring some order to our chaos in 2009 and look into training and productivity for partners, associates, and staff. I found Laura Stack through an internet search.

Prior to Ms. Stack's training, we customarily had members at all levels who stayed into the early evening hours in order to finish or just keep up with our work load. Ms. Stack spent a day with us and then three of four months later a second day. Ms. Stack showed us how to use Microsoft Outlook properly. She worked with us to develop more efficient methods of intra office communications. Ms. Stack also showed us how to prioritize daily items and to keep track of them. There are far too many details to recount here; they made a huge difference.

Now we regularly find that we can finish our work every day with time to spare. We operate with much less confusion and rarely if ever worry about those items that may "drop through the cracks"; they just don't.

There are six investment partners. We have a partner in charge of our Retirement Plan group and a Research partner. We operate smoothly now and communicate effectively in much less time. My estimate is that each of us saves about ninety minutes per day compared to our systems before Laura Stack.

There are six support staff that went from a state of confused, stressed and long hours to an efficient team. They finish most days well before "quitting time" and go home on time every night. Nobody has stayed late in months.

Ms. Stack has lived up to her title as "Productivity Pro". She has shown us a path to accomplish more, much more, with fewer hours. Our staff believes they can take us through exponential growth with very little need for additional manpower. All of this extra time gives us the opportunity to think and find other ways to improve our business plan for greater success.

Regards,

Montague L. Boyd, CFP
Senior Vice President-Investments
Advisory & Brokerage Services

MEDIA PRESENCE



Laura Stack



Laura Stack has been featured in a number of magazines and online publications, and continues to provide time-saving strategies and tips for business professionals, parents, and any individual looking to **maximize results** and **minimize time!**

THE WALL STREET JOURNAL.



The New York Times
Expect the World®



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MEDIA PRESENCE



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EDUCATIONAL RESOURCES

By Laura Stack, MBA, CSP



ITEM	QTY	PRICE	TOTAL
 <p>SuperCompetent: The Six Keys to Perform at Your Productive Best (2010) Hardcover book on achieving high performance</p>		\$24. ⁹⁵	
 <p>The Exhaustion Cure: Up Your Energy from Low to Go in 21 Days (May 2008) Book on improving your personal energy level</p>		\$13. ⁹⁵	
 <p>Find More Time: How to Get Things Done at Home, Organize Your Life, and Feel Great About it (2006) Book on improving your productivity at home</p>		\$13. ⁹⁹	
 <p>Leave the Office Earlier: How to Do More in Less Time and Feel Great About it (2004) Book on improving your productivity at work</p>		\$14. ⁹⁹	
 <p>Leadership Success Boxed Set 14 CDs and 1 DVD (includes Brian Tracy, Zig Ziglar, Laura Stack) in leather case</p>		\$49. ⁹⁵	
 <p>Sales Success Boxed Set 14 CDs and 1 DVD (includes Jim Rohn, Dennis Waitley, Laura Stack, Zig Ziglar) in leather case</p>		\$49. ⁹⁵	
 <p>Executive Women's Boxed Set 14 CDs and 1 DVD (includes Patricia Fripp, Connie Podesta, Laura Stack, Dianna Booher) in leather case</p>		\$49. ⁹⁵	
<p>TOTAL Prices include sales tax. Shipping charges will be added.</p>	<p>Contact us at 303-471-7401 for volume discount pricing.</p>		

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