

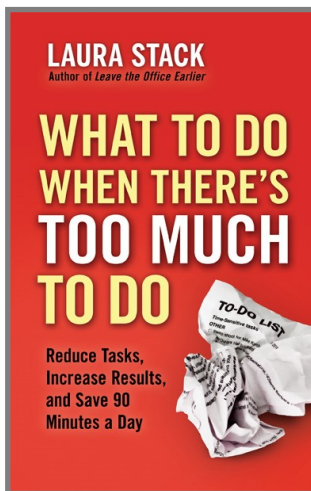


# LEADERSHIP USA™

## FEATURED FACULTY

### AVAILABLE MONTHLY MEMBERSHIP SEMINAR

## What to Do When There's Too Much to Do: Reduce Tasks, Increase Results, and Save 90 Minutes a Day



Look at your to-do list. It's ridiculous. You can't get all that done. You need a comprehensive approach that will enable you to organize your life around the tasks that really matter. Stack's innovative, six-step Productivity Workflow Formula (PWF) allows you to spend less time and achieve greater results than you ever thought possible. Each step is demonstrated using Microsoft Outlook, so you know specifically what to do. Laura shows how to separate the productive wheat from the nonproductive chaff—to hone in on the high-value tasks, protect the time to do them, and focus on their execution. You'll learn how to scale back—*reduce, reduce, reduce* is her mantra. Each reduction will increase your results and save you time.

### Laura Stack, MBA, CSP, CPAE

Laura is an award-winning keynote speaker, bestselling author, and noted authority on personal productivity and performance. She is the president of The Productivity Pro, Inc., a company dedicated to helping leaders increase workplace performance in high-stress environments. After practicing for 25 years in the field of leadership development, Laura founded LEADERSHIP USA™, a nationwide alliance of member organizations. Stack has authored eight books, including her newest work, *FASTER TOGETHER: Accelerating Your Team's Productivity* (Jan. 2018). She is a past president of the National Speakers Association and was inducted into its exclusive *Speaker Hall of Fame*.



#### Three Main Core Competencies

**Performance, Teamwork, Personal Productivity**

**This course is appropriate for:**

**Directors, Managers, High Potentials**

**Learning Library assets included:**

**Cliffs Notes version of Book**

For more information or to register, visit [www.LeadershipUSA.biz](http://www.LeadershipUSA.biz) or call 303-471-7401