

OPTIMIZING YOUR OFFICE FOR PRODUCTIVITY PLUS

Enough talk of working smarter instead of harder. The question is—how to do it?

The average US executive wastes 6 weeks a year just shuffling through their paper piles. Got better things to do with your time? Learn dozens of proven brain-based tips in a lively demonstration of office organizing techniques and tools, from paper systems to workflow. Save time while reducing your stress – *guaranteed*.

- Spend less time on your office, and more time with your people and projects.
- Set up paper management systems from in-box to archiving.
- Tune up your office with the exclusive brain-based productivity tips.

"Great class—I especially like the effective display table and office design applications. Eve's productivity tips are priceless! I'm already doing some things right and now I know a lot more."

Sue Ann Roy, Vice President

Ms. Abbott's clients range from S. C. Johnson & Son, Inc. to Hewlett Packard including Nixon Peabody, LLP and Bank of America as well as countless professionals.

Contact Ms. Abbott when you are ready for each team member to save 20 hours a month — time they put back into their jobs. You don't spend more on technology and they don't work longer days!



**AUTHOR, SPEAKER &
PEOPLE PERFORMANCE
EXPERT**

ABOUT EVE ABBOTT WITH A BRAIN NEW WAY TO WORK

Since 1988, Eve Abbott has pioneered performance systems for executives, managers and entrepreneurs. Teams can work 25% more effectively while reducing everyone's stress through her brain based programs and consultations.

Ms. Abbott is the author of "*A Brain New Way to Work™ Using your brain at work for better results with less stress.*" Says Jeffrey Fox, bestselling "RainMaker" author, "*If Time is Money, then Eve's books and seminars will make you lots of money.*"

Eve earned her degree in Sociology and Psychology from the University of California and holds a Lifetime Adult Teaching Credential.

A popular guest on TV and Radio, Ms. Abbott's expertise appears in New York Times and the Silicon Valley Business Journal.