

A BRAIN NEW WAY TO OPTIMIZE YOUR OFFICE

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? Save time while reducing your stress. Learn dozens of proven brain-based tips in a lively demonstration of office organizing techniques and tools, from paper systems to workflow. Walk away with enough tips to save an hour a day – *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 personal productivity tips.

"Good 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 PRODUCTIVITY
EXPERT**

ABOUT EVE ABBOTT AND A BRAIN NEW WAY TO WORK

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

Ms. Abbott is the author of *How to Do Space Age Work with a Stone Age Brain™* and *A Brain New Way to Work™*.

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 her nationwide Business Journal column.

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