

OPTIMIZING YOUR OFFICE FOR PRODUCTIVITY

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? Join us for a lively demonstration of proven best practices. Save time and increase your personal profit margin, while reducing your stress. Learn dozens of proven tips in an extensive demonstration of office organizing techniques and tools, from paper file systems to layout. 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 brain-based personal productivity tips.

“Good class—I especially like the effective display table and office design applications. The productivity tips are priceless! I’m already doing some things right and now I know a lot more.”

Sue Ann Roy, Vice President

ABOUT EVE ABBOTT, PEOPLE PRODUCTIVITY EXPERT



AUTHOR & SPEAKER

Since 1988, Eve Abbott has pioneered productivity systems for executives and entrepreneurs so their teams can work 25% more effectively while reducing everyone’s stress.

Ms. Abbott is the author of *A Brain New Way to Work™*. Says Jeffrey Fox, bestselling “RainMaker” author, *“If Time is Money, then Eve’s books and programs 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. Clients range from Hewlett Packard to S.C. Johnson & Son, Inc. and Alameda County, as well as countless professionals.