



LEE ANN KLEINFELTER

productivity coach

speaks about

Flying by the seat of your pants...Is it working for you?

Take the Chaos Quiz

- ✓ You finish a 10-hour day—but don't really know what you did!
- ✓ You procrastinate, imagining that somehow your work will get done.
- ✓ You have no time to fight "fires."
- ✓ You say "Today I'll leave work at 5:00" but you never do.

"Yes" answers indicate chronic chaos. You've probably already noticed how the chaos impacts the quality of your work—and the pleasure you find in your job and your life.

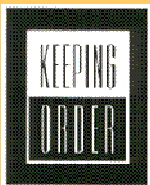
Do you have a process that minimizes steps, eliminates redundancy and increases your productivity? If flying by the seat of your pants is not working for you, this will change how you think about work.

In this talk, Lee Ann explains steps you can take to:

- Master your e-mail
- Be efficient *and* effective
- Create an entire extra hour in your day
- Determine which tasks are truly important, focus on them, and get them done on time

Lee Ann Kleinfelter is a productivity coach who helps business people surmount chaos so they can handle each day, each task—and each interruption!—efficiently and effectively. Her clients spend 8 productive hours at the office and then leave work at *work*.

If you are a meeting planner, program chair, or otherwise booking speakers for events, you'll find *Easy Steps to More Profits and More Productivity* is ideal for a business audience. Lee Ann tailors this talk from 30 minutes to a 3 hour presentation.



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