



LAURA LEIST, CPO®, MOS

Sessions with Substance, Not Just WordsSM

Laura works with organizations that want to become more **productive**, **profitable** and **organized**.

CHOOSE FROM THESE HIGH CONTENT PROGRAMS:

Eliminate the Chaos at Work[®]

10 Techniques to Increase Productivity and Profitability

Use Time Wisely to Increase Profitability

Eliminate Risk & Gain Rewards Using Technology – How Savvy Successful Businesses Operate

Simple Strategies for Managing Electronic & Paper Information

Microsoft Outlook Productivity

Increase Your Productivity Using Microsoft Outlook

Detox the Inbox: E-mail Strategies to Increase Productivity and Decrease Volume

Control Your Calendar: Efficiently Manage Meetings, Tasks and Projects

Eliminate Chaos[®]

The 10-Step Process to Organize Your Home & Life

How to Securely Store Digital Files & Information Electronically

Simple Strategies for Managing Electronic & Paper Information

Right-Sizing; Less Stuff = Less Stress

Laura Leist speaks from experience!

This (2009-2011) President of NAPO and professional member of NSA launched her business in 2000 and has clients who report increased productivity, profits and organization. Her client list reads like a who's who of business. This self-described overachiever and award-winning entrepreneur is the author of eight books, including the popular "Eliminate the Chaos at Work: 25 Techniques to Increase Productivity" (Wiley 2011.)

CLIENT RAVES

"In our business we strive to preserve selling time for our agents and coaching time for our managers. We have been able to move our performance curve upward. We now spend time taking care of our customers! This is a great training program with a definitive return on investment!"

- DEREK JONES, STATE FARM

"I wanted to let you know what a fabulous job you did speaking... office organization is an often overlooked topic, yet poor organization can affect every aspect of your business. I was able to pick up some really great tips."

- MELISSA MELLROTH, RUTH'S CHRIS STEAK HOUSE

"In my interactions with outside vendors, I would rank the level of service from Eliminate Chaos in the top 1 percent. I gain two things when I work with Laura and her specialists: organization and the tools and strategies to stay organized."

- MARY PAT THEILER-CHENG, NETSTAR TELECOM NAVIGATORS



"Laura's delivery was excellent. The information she presented will help save valuable minutes to the daily tasks I have on my plate. I would recommend her to anyone struggling with email and to do lists."

- CHRIS HATFIELD, SECURITAS

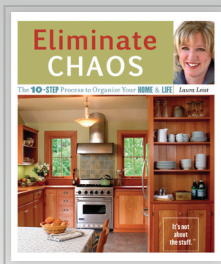
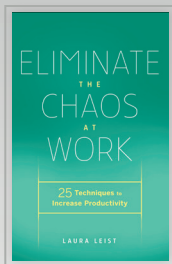
"Wow, what a wealth of information - Including tools that are in front of us. It was packed full of useful information. I can't wait to put into practice all her useful tips!"

- ANNETTE BOND, DEFINITIVE STYLE

"It was such a pleasure working with you and having you present to Women Business Owners. I appreciated how organized and responsive you were leading up to the presentation. You gave a fantastic presentation that provided the attendees with useful information they could implement right away."

- ARDEN CLISE, CLISE ETIQUETTE

BOOKS BY LAURA



"Eliminate the Chaos at Work is the rare book to tackle the ambiguity and paralyzing choices created by technology. She shows you how to use tools, not become subservient to them, with pragmatic and applicable ideas."

- ALAN WEISS, PHD

"If you are short on time, big on goals and want to become more effective, this book is a fantastic resource."

- JULIE MORGENSTERN

"Laura Leist's practical insights make work MORE manageable. Roll up your sleeves and consider these techniques to optimize your workflow!"

- SCOTT BELSKY

"If you are a user of Outlook her tips and ideas are right on the money!"

- ED BILLINGTON, SECURITAS

Client List

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|-------------------------------------|--|
| American Express Financial Advisors | PEMCO Insurance |
| IKEA | Securitas Security Services |
| Boeing | United States Securities and Exchange Commission |
| State Farm Insurance | Razorfish |
| NAPO | Evergreen Money Source |
| NSA | Washington Society of Association Executives |
| Staples | University of Washington |
| Meeting Professionals International | YMCA |
| Associated General Contractors | |
| eWomen Network | |

Let's Talk.
877.342.8592

CONNECT WITH US

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 Facebook: /eliminatethechaosatwork (business productivity)
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