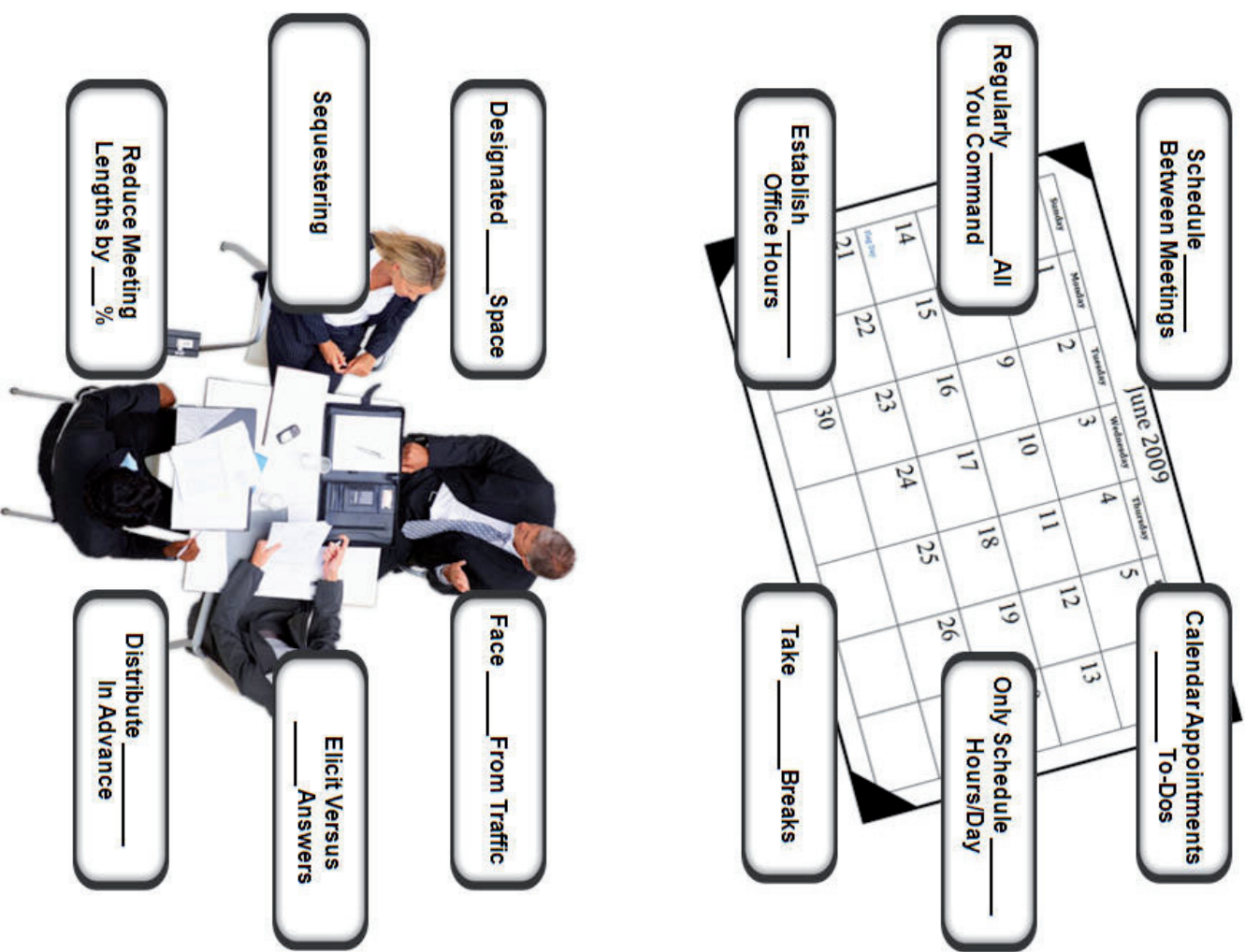
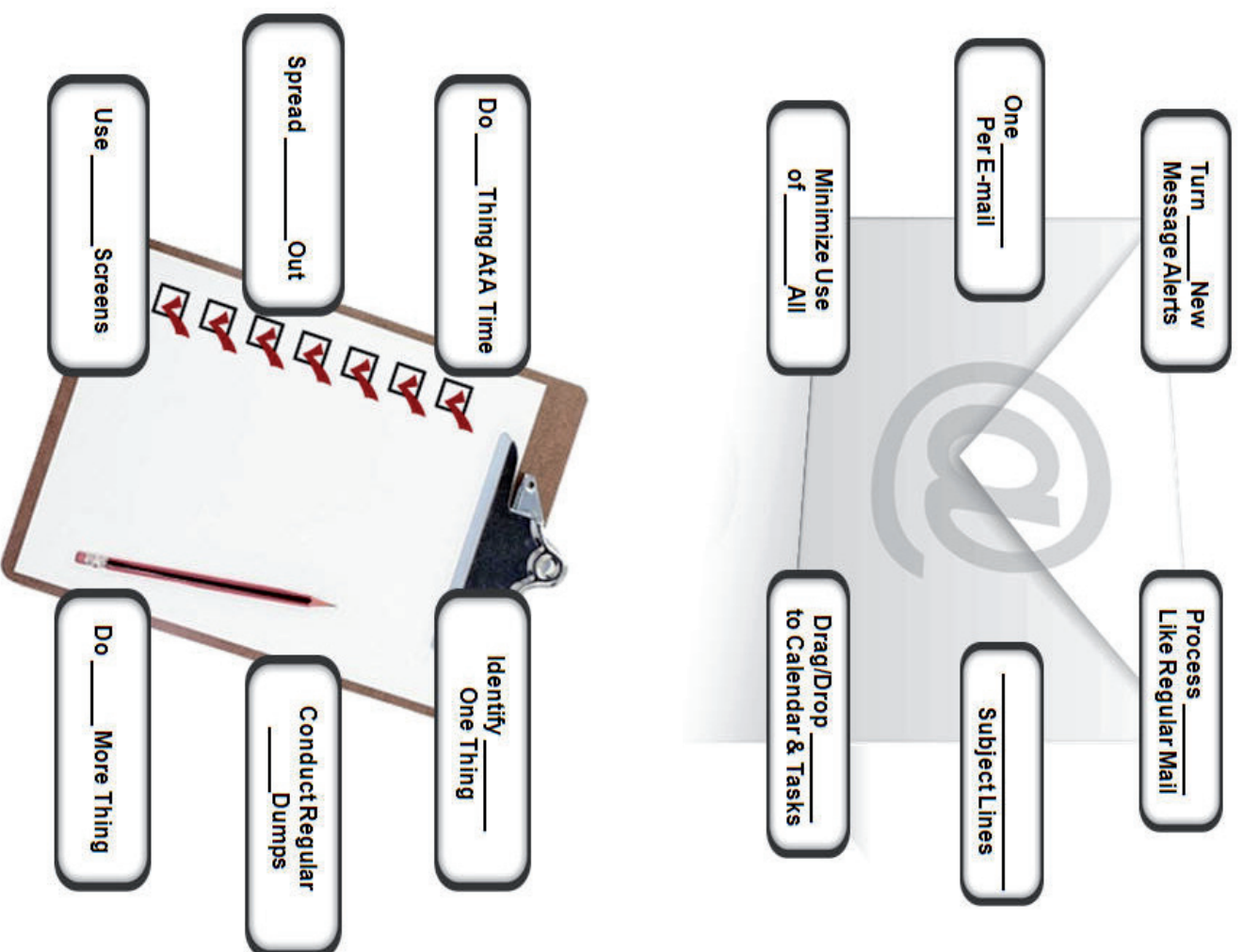


Focus Pocus 24 Tricks for Regaining Command of Your Day





Paul Burton

Speaker, Author, Trainer, Coach

Helping Smart People Work Better

Today's Challenge

The modern workplace is a three-ring circus of near-constant interruptions and distractions. Squawking phones, pinging e-mails and interrupting coworkers produce a constant backdrop of sound that's drowned out only by our internal refrain of "Gotta do this" and "Gotta do that." We feel constantly behind and stressed out.



Paul's keynote presentations and training seminars help people quiet the tsunami of interruptions and distractions they suffer each day. His easy-to-adopt tools allow audience members to immediately regain focus, improve productivity, and achieve greater success in their careers and lives.

Did you know that just six minutes of increased productivity per day aggregates into 24 more hours of work done each year? That's three days of work off your desk this year over last year. Imagine how good that would feel!

Client Comments

*Paul's QuietSpacing® program has revolutionized the way I think about information and tasks. **Sean Murray, CEO, RealTime Performance, Inc***

*Paul's program received high praise from the audience. We've invited him back for this year's annual conference. **Tanna Moore, President & CEO, Meritas, Minneapolis, MN***

*Paul keynoted our Summer Conference. Our members loved his presentation, as well as his high-energy delivery. Keeping people focused and engaged right after lunch is a challenge ... one Paul passed with flying colors. **Angie Peterman, Executive Director, Oregon Association of School Business Officials***

Solutions Delivered

Keynote Presentations

Focus Pocus

24 Tricks for Regaining Command of Your Day

Pick from the 24 suggestions offered in this fast-paced and entertaining examination of our current working environments. Stop treading water and start experiencing greater productivity and work-life balance!

Surfing the Tsunami

How to Stay on Top of the Wave

Every day we are bombarded by interruptions and distractions while trying to handle the constant stream of demands for our attention. Executives and professionals struggle to stay on top of the wave. This presentation delivers actionable tools for regaining control and getting more done.

Training Seminars

QuietSpacing®

This revolutionary productivity method - created by Paul - helps people regain focus, get more done, and enjoy greater work-life balance. The training is offered in a series of one-hour seminars so you can customize the programing to meet your needs. Available onsite or online.

- Power Processing Your E-mail
- Effective Scheduling & Productive Meetings
- Powering Through Task Lists
- Maximizing Workplace Productivity



QuietSpacing®

HELPING SMART PEOPLE WORK BETTER

Book Paul Today:

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Learn more and view demos at:

www.quietspacing.com