



Don't just keep up. Get ahead.

## About Leslie

**Leslie Shreve** has been teaching business owners, executives and entrepreneurs how to unleash the power of their most productive work day since 2003. Her clients are able to gain more clarity and control every day so they can enjoy more time, freedom, focus and success.

Leslie is a productivity expert and the creator of **Taskology™** **The Science of Getting Things Done**. It's a system that teaches simple, logical and easy-to-use strategies for maximizing your entire work day including best management of tasks, time, e-mail, paper, files, e-documents and more. In particular, Leslie specializes in showing professionals how to maximize Microsoft Outlook® using Taskology™ so they can get more accomplished in less time with less stress.

Leslie is a sought-after expert appearing on **TV and radio**, in leading business publications and at national conferences. She has been interviewed by WBAL-TV, WMAR-TV and Maryland Public Television, is a contributing editor to *SmartCEO* magazine, and has written tips and articles for the *Baltimore Business Journal*. In addition, her expertise was featured in the book, *"The Power of Slow: 101 Ways to Save Time in Our 24/7 World."*

Leslie is also the author of *Work Day Wonders*, a FREE twice monthly e-zine to help professionals establish systems and processes to support them so they can reduce stress, make serious progress and enjoy sensational success.

For more than 13 years, Leslie worked in corporate office environments before **establishing Productive Day in 2003**. She holds a Bachelor of Science Degree in Business from the University of Mary Washington in Virginia and she was recognized as one of Maryland's Top 100 Minority Business Enterprises in 2007.



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**To learn more about how Leslie can help you put your day  
on *cruise control* at peak productivity,  
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