



Don't just keep up. Get ahead.

Leslie Shreve
Founder, Productive Day
leslie@productiveday.com
410-218-4896

Client Testimonials



“Take your personal and business productivity to the next level...”

“As a busy entrepreneur, who is regarded as organized and focused, I knew that I needed more productivity in my hectic schedule. I was happy to find Leslie through my LinkedIn connections. After my own research and due diligence and a thorough conversation with her, I quickly realized that Leslie was the person for the job. I have been grateful and delighted with Leslie’s amazing support as a Productivity expert. She really knows her stuff and challenges you as client to think and act differently. If you want to take your personal and business productivity to the next level, regardless of where you work in North America, you need to connect with Leslie.”

Mike Mack, Leadership Coach
x5 Management
www.x5Management.com
Alberta, Canada

“...making real progress...”

“By allocating my tasks to specific days, and focusing on those first thing, I’m able to make progress on my to-do list. Previously, I “frittered” the day away and my non-emergency list just grew and grew as it went undone. Instead, I’m now eliminating a number of tasks per day and making real progress on my to-do list.”

Troy Peple, President
Accelerent
www.Accelerent.com

“[The VIP Day] was extremely effective...”

“The first thing I have to say is that after that day, [...] it really looked like a completely different office. Not that all of the things weren’t still there that were there before, but what was especially helpful was having a system for my work in progress. [The VIP Day] was extremely effective, because for that one day I was able to clear my schedule, not answer the phone and focus the entire day on getting these systems in place, making sure every task was in my task list and there were no interruptions, which really made for an effective day.”

Jane Sims

Law Office of Jane Frankel Sims, LLC

www.janesimslaw.com

“...I feel so much more in control of my day.”

“Before I worked with Leslie, I was feeling frustrated, stressed, anxious and tired. I was tired of looking for things, tired of getting too many interruptions and overwhelmed with everything I needed to do and how to prioritize it all.

Now, I feel so great coming into my office every morning! I have little or no paper on my desk, I know where everything is, I’m getting fewer interruptions and I love my new Task list in Outlook. It allows me to add tasks, reminders and even e-mails, so I feel much more in control of my day.

I’m more focused and clear on what I need to do, plus I’m delegating more and making others in the company more accountable, too. And my empty Inbox is wonderful! I had a couple thousand e-mails in my Inbox and now they’re all gone. It’s all so manageable now. I love that I have a place to put everything I want to keep and I can easily let go of things I don’t need. Leslie really is a fantastic productivity consultant – she’s knowledgeable, patient and very professional. I’d recommend her services and her system for anyone who wants to manage their work day more easily. I feel so much better!”

Gerri Boyd, Manager

Jim Boyd’s Flooring America

www.JimBoyd’sFlooringAmerica.com



“I’ve found more time in my life – I’m no longer playing catch-up or feeling overwhelmed.”

“I just wanted to drop a “quick” note to you... a very BIG THANK YOU!! The time I spent with you almost 20 months ago (I can’t believe it’s been that long already), was exactly what I needed in my life!!! I am amazed at how things have changed since I met with you.

I am handling the accounting of two companies with little to no stress and feel on TOP of everything – I’m no longer playing “catch-up” or feeling overwhelmed. I can also think ahead, be proactive and work on improving processes in my department. I’ve “found” more time in my life and it is something I so desperately needed!! I’m able to take vacations and RELAX without a worry of what’s waiting for me!

With my task list still updated daily, I am able to keep things flowing smoothly and distributing my workload evenly! It’s so helpful! My emails are still always cleared every day, and so is my desk. People still make comments to me about not having enough work to do. If they ever saw my “list of things to do”, they would be completely shocked!

Not only did I organize my work life, I’ve organized my home life too. I have de-cluttered almost every room and closet in my house and I cleared out my garage – which was filled with stuff from my basement. I ended up with over 50(!) boxes/bags that I gave away to the National Children’s Center. I didn’t realize I had that much stuff to get rid of until it was sitting out in my driveway to be picked up!

Anyway, I just wanted to thank you again and let you know what an impact it made on me, both professionally and personally!! 😊”

Christine Kovalakides, Controller
Production Management Group
www.pmgdirect.net
July 2011

“I have seen a much larger increase in my sales production since we did the program.”

“I think with the tele-course, what you were able to do is to have us look at our desks privately, because we are all on our phones, together, in our own individual offices, and to actually say, okay, what can I do here, differently, that’s going to help me gain more time in my day? I thought it was great. The sessions were not long, which is great, and I found that every time we met there was something I took away from it. So, I looked forward to the next one.

From the actual physical desk and the physical paper we went into Outlook and also the day we manage our electronic files and it was immediate for me and all the reps, it seemed like, that we were able to say, wow, this really is a much more effective way to put things together in a logical format and be able to recall stuff much more quickly.

Before, I used to manage my tasks in my Inbox and it was never designed for that, but I was never taught by anybody how to do it otherwise. In fact, before I met you, I never knew what the task list was even for. But now, I find it to be indispensable. I cannot live without it, actually.

The key is that I can make better decisions with what I’m doing with my time. That is really the truth. I have found that my day is more directed. I’m able to follow up with more people and with the right people than before. I have seen a much larger increase in my sales production since we did the program. Now it’s difficult to say it was caused by this or some other factor, but I have to say that I can document that I have been making more follow-up calls to more clients and you have to assume that is leading to more sales.”

Brian McLean, Regional Director

[IBX](#)



“I no longer treat my inbox like a to-do list.”

“Leslie Shreve’s powerful ideas are so effective that, even though I only interviewed her for fifteen minutes, I had a system in place to turn paper piles into purpose. Following the ‘use your tools’ practice, I no longer treat my inbox like a to-do list. Kudos to Leslie for her full-service attitude to making organization fun and, most notably, doable!”

Christine Louise Hohlbaum, author of “The Power of Slow: 101 Ways to Save Time in Our 24/7 World” - <http://powerofslow.wordpress.com>



“...enormous rewards in helping my staff and I to remain focused, prioritized and organized.”

“Several years ago I engaged Leslie Shreve to help our business organize and prioritize. A few hours of on-premises consulting and assistance has paid enormous rewards in helping my staff and I to remain focused, prioritized and organized. While I already was somewhat of a power user of Microsoft Outlook, with Leslie’s assistance I unlocked more of its capabilities to remain task-focused, prioritized and undistracted. I would recommend Leslie’s professional services to any business owner or manager beset with an inundation of paper, electronic messages, and its consequence of missed opportunities.”

**Mark W. Eisner, President
Advanced Land and Water, Inc.**
www.alwi.com



“...a computer based to-do list and calendar system has been, well, life changing.”

“Leslie, thank you so much for your great coaching! As you know I came to you with a lot to juggle: art, work, yoga, family, friends and the list goes on! I was so overwhelmed with my to-do list that I wasn’t sleeping at night. In order to fit all the things in my life that are important to me, I had to seriously take a look at how I was spending my time. Your gentle encouragement to switch to a computer based to-do list and calendar system has been, well, life changing.

I appreciate that we have organized my papers, my to-do list, my commitments, and my free time. I feel very prepared for each day, and I no longer stay up at night repeating over and over... what did I forget to do today, don’t forget to do tomorrow...

Leslie, there is only one big problem? What to do with my planners? I have literally dozens of planners, note pads, etc.... Yes, of course I’m addicted to paper! That makes the fact that you’ve converted me even more amazing. So, what to do with all those planners? I’m going to use them for art journaling of course (don’t worry, Levenger, you’re stock price isn’t going to drop!)”

Angie Bounds, Artist
www.angelaboundsart.com



“Leslie can literally help you create time...”

"I would like to recommend Leslie Shreve for anyone looking to get more out of their day. Leslie can literally help you create time previously unavailable by helping cut through paper and electronic clutter. Leslie's coaching really helps you focus on what is important."

**Mark Haraway, Vice President, Sales
DentaQuest Mid-Atlantic**

“...I am a lot more on top of my game.”

"I'm in charge of a division at NASA headquarters that has a lot of different clients and we keep a lot of different balls in the air at the same time. So, I just was faced with multiple tasks in multiple stages of completion who were assigned to multiple people and I really needed a system to keep all that organized and to make sure that I was able to track all my tasks and those of my people to their completion.

[The results were] a radical departure from how things were before I started working with Productive Day. The office has gone from being a completely cluttered mess, covered with paper on every available horizontal surface, to something that I can actually say I'm pretty proud of. It's organized and gives the impression of somebody who is on top of his game. More than just impression, I am a lot more on top of my game, thanks to the tips I've learned. I find myself with far fewer emails in my Inbox because I dispatch them immediately and I've even taken that approach beyond e-mail to the other actions that come in my life."

**Kent Bress
Director, Exploration Systems & Aeronautics Research Division
NASA**



“...I now have control of my day.”

“I can’t thank you enough for all of the useful information and processes that you have shared with me that allow me to be more productive. I have spent many mornings waking up to the thoughts of what I needed to do or what not to forget.

I had many different note pads and was trying to manage my day by filing emails in folders in my Outlook or just by trying to keep everything in my mind.

With your system, along with the many methods that were shared, I now have control of my day. I can leave at the end of the day and know that there were many things accomplished and feel good that the most important tasks for that day were taken care of. Thank You So Much!”

**Bill Alford, General Manager, Transportation
Carroll Independent Fuel Company**



“Wow, what a great feeling...”

“Wow, what a great feeling to be headed down an organized path! After just one day with Leslie, I was able to delete over 300 emails, as well as countless Outlook folders that just weren’t necessary. My task list has now replaced my in-box, making it nearly impossible to forget the day to day items that need attention. Given the current state of the economy it is so critical to capitalize on every opportunity, and using Leslie’s techniques I am able to devote a lot more time to my job.”

**Benjamin H. Phelps, Transportation Manager
Carroll Independent Fuel Company**



“Leslie’s program was well defined and easy to follow...”

“I have been a Vistage member for seven years. My chair recommended Leslie’s services during one of my monthly 1:1 meetings after an in-depth discussion regarding my battle with prioritization and juggling simultaneous projects. The business sector during this recession has been challenging and it is critical to be efficient and not drop the ball.

Our company is a 103-year-old petroleum and HVAC family held corporation with hopes to take advantage of the opportunities available during these tough economic times. My plate was full and running over with a variety of projects, I was struggling and placed a call to Leslie Shreve.

Leslie’s program was well defined and easy to follow. I adapted my daily work habits to fully utilize Microsoft Outlook, which previously I only used a fraction of what was available. My paper and electronic files were cleaned up, the Task list was created and I found myself with a clean desk top and the ability to empty my e-mail In-box daily. Leslie’s program has enabled me to accurately track a broad range of responsibilities and initiatives that are both long range and immediate.

I highly recommend Leslie Shreve for those executives who need to stay on top of very busy and demanding workloads. Leslie has given me the tools to stay organized, be accurate, grow my business and succeed.”

**Howard Phelps, Executive Vice President
Carroll Independent Fuel**

“...money well spent...”

“Sometimes you have to learn things the hard way... I just wanted to share with you a lesson learned that won't soon be forgotten. After the completion of my sessions with Leslie, I was so pleased with the new systems in place. My area was organized, I was committed, and it was working perfectly for me. I felt renewed and the timing was good because I was entering into the next three busiest months of my year.

Then it happened...my work load increased along with being given additional responsibilities that required completion under tight deadlines. Of course, it happened while I was planning an important annual event! I was so busy that I slipped back into my old routine. I deviated from the trusted systems that we put into place, and it didn't take long for me to realize that I was failing without them.

I quickly transitioned all the details into my tasks, reorganized, and immediately began maintaining the systems Leslie and I created. It was easy to transition back to these systems and it taught me that they can make my daily routines more efficient and my busiest months less stressful. Whew! That was close.

I'm so grateful to have learned so much from Leslie's experience, but more importantly, I'm convinced that the new system helps me to be a valuable employee. I can manage more effectively and help my employees to be more efficient as well. This is the reason I wanted to work with Leslie in the first place. I'm certain the management of our company feels it was money well spent. Now I can spend more of my time finding ways to benefit our company which is the most important thing I do each day. Thank you!”

**Michelle Poisal, Office Manager
PMG Ltd.**



“Leslie was able to make the Outlook system more user-friendly...”

“I feel a lot more focused as a result of working with Leslie. I have seen improved productivity and, more importantly, I have less stress worrying about what was lost in my inbox that I did not know was due. I have been able to go from nearly 3,000 emails in my Inbox to less than 100 per day or less on a consistent basis. Leslie was able to make the Outlook system more user-friendly so that I can be more productive in my work day.”

**Tom Hutchinson, Senior Vice President
Healthstream, Inc.**



“...the best investment I’ve made...”

“As a small business owner, there are many demands on my time — from meeting client deadlines, to growing my business, to managing all the administrative tasks that come with running a successful business. That’s why the time I’ve spent with Leslie at Focus Consulting is the best investment I’ve made in my business since its launch in 2006. Just three hours with Leslie cleared my inbox, made sense of my “to do” list and added hours of productive time to my week. I recommend Leslie to anyone who has ever wished for more hours in the day!”

**Angelique Rewers, President
The Corporate Agent**



“Leslie will revolutionize the way you use your Outlook software...”

“I feel much more in charge of my life in general in and out of the office...I think my clients are definitely more satisfied. Leslie will revolutionize the way you use your Outlook software. She gives the tough love you need to force yourself to break out from your non-productive, disorganized box!”

**Amy Bradbury, Founder
Mosaic Business Solutions**



“I feel I gained a lot from Leslie’s background in operations and management. I feel much more productive, more in control, more motivated and less stressed! Working with Leslie is organizational therapy.”

**Kyla O’Connell, President
Driven Sales and Marketing**



"Thank you Leslie. I enjoyed our session together, as always! I'd love for you to be here every day!! Our new task system is working out well and I have absolutely been living by it. Amazing how freeing something so simple can be."

**Betty Thomas, Owner
Samsara Salon & Spa**



"I am able to save at least 1 hour per day..."

"Leslie will change the way you think about time, tasks, and managing the information necessary to do your job. She will provide a roadmap to organize and focus your work that will lead to marked improvements in your focus, your productivity, and ultimately your job performance. I am thinking about my time more strategically, like it is a commodity that needs to be managed more effectively. I feel much more in control of my workload and in my professional life. I am able to save at least 1 hour per day and direct it to more productive, higher level uses, such as management and leadership."

**Mike Goodhues, Chief Information Officer
Baltimore County Public Schools**



"I am a believer now!"

"Leslie taught me how to use the calendar and task management system in Outlook. Having been a Franklin Covey user for years, I was skeptical. I am a believer now! Using the new system has helped me to be more organized and efficient. I am able to track my to do list and follow up effectively. I've eliminated using post it notes! Leslie is a supportive teacher who knows how to use these tools to help you accomplish what you want. I have recommended her to my clients and highly recommend her and her services."

**Mary Ann Masur, Business Coach
Synergy Consultants**

“...a better way to operate. A better way to seize the day.”

“One of the things you hear all the time is that everyone is different. Well, it's true, but it doesn't mean we 'all' can't do better. Different was my excuse for stacks of unread reading, memos long ago read and never filed, spreadsheets studied and printed out and then kept on the table in case I had an epiphany.

Yes, that was what I think I thought all this mess was doing; it was keeping the door open to possibilities that might arise from just being within reach. And there was always more to do than there was time in the day and I always went to sleep knowing that I had worked a hard day's work and would wake up to much more 'to do'. I had sold myself on things that were wrong, inefficient, draining and slowing down my productivity.

I've got to tell you that I feel differently today, that I have cleaned-up and refocused my desk, my work approach, and soon my office at home, the stacks around my 'reading chair' and even my garage. Guess what? I had that **epiphany**, but it wasn't in those piles. It was about those piles and I can thank Leslie for reaching me **finally** with a better way to operate, a better way to seize the day.”

Bob McEwen, CEO
MedBank of Maryland, Inc.

“This is immensely valuable advice.”

"Thanks for patiently working with me to get my mountain of emails under control. This is immensely valuable advice. My desk grows lighter and my workload more manageable after each meeting."

Lonnie Power, National Sales Manager
NKK Switches

“I feel more confident about myself and my productivity.”

“The new organization makes me feel great and in control of my workload. I spent so much time before handling the same paperwork and not cleaning out my “In” box. We got rid of the ‘In’ box, which forces me to do something immediately with stuff that is put on my desk. On the computer we developed a better way of storing both email and computer files, which now makes it easier to manage. I can also manage my priorities better now. What I found particularly helpful about Leslie was that she organized based on what my needs and desires were. Her experience was also helpful because she has been in many different types of environments and was able to suggest some helpful tips. Leslie did a great job, my office looks great and I feel more confident about myself and my productivity.”

**Barbara Benham, Director of Service Administration
Wittenbach Business Systems**

“I feel like I have a secret that is enabling me to perform better and more efficiently than anyone I know.”

“I would describe the process as eye opening to say the least. I feel like I have a secret that is enabling me to perform better and more efficiently than anyone I know. It is very exciting to feel in control and not out of control! Recently, we have had staffing issues so instead of replacing a customer service representative I have been given an additional 30 accounts to service. There is no way I would be able to consider such an increase in volume of accounts if it was not for the techniques taught to me by Leslie.”

**Diane Via, Commercial Lines Manager/Licensed Insurance Agent
Bruce F. Grau & Associates, Inc.**

“...something I can really stick with.”

“Leslie, thank you so much for helping me overcome the clutter. I truly feel the systematic way of organizing my office, computer, files, etc. is something I can really stick with. I’ve been to more than a few “How to Get Organized” seminars over the years. None have left me as energized as you have. Thanks again, Tom”

**Thomas C. Myers, Senior Vice President
Farmers & Merchants Bank**



“I’m definitely accomplishing more tasks in less time...”

“It’s amazing to be able to keep one task on my desk at a time, which enables me to clear my desk at the end of each day and gives me the distinct pleasure of walking in to a clear desk in the morning. The biggest shift for me was to discover the effectiveness of “tasking” everything in Outlook, allowing me to clear out my Inbox, my desk, and anywhere else the enormous volumes of daily information happened to come to rest. I’m definitely accomplishing more tasks in less time and monitoring tasks more carefully.”

**Alan Silverberg, Attorney/Partner
Summerfield, Willen, Silverberg & Limsky, P.A.**

“Leslie comes in, reviews your job, your needs and your current systems and then works hand-in-hand with you to create customized solutions to your organizing problems. I feel like I can take on more and more complex tasks and projects and not worry as much about managing them. I love it! I am getting into the habit of using my task list to drive my day and that improves every day. I am using my task list effectively, actually FILING papers, organizing my computer files, and deleting e-mails that I don’t actually need.

**Elizabeth Early, Business Development Manager
Asher Training, Inc.**

“I’m swept away by a deep sense of relief.”

“Leslie got me to do in four hours what I’ve avoided doing for eight years. Leslie helped me become the organizational standard for the office by educating and empowering me. I now have a clutter free work environment, an organized “at my fingertips” filing system and a daily efficient workflow process that’s tailored to my schedule and favorite work times and habits. My goal was to “clean up a little” and that goal was blown away. Instead of my paperwork being a barrier to growing my business, clients have a sense that I’m right on top of things because I have such quick and easy access to the information I need and the time to get right back to them. I’m swept by a deep sense of relief.”

**Tony Guerra, Realtor
Remax Homeseach**



“...money well spent and the best and highest use of my time working with you...”

“When colleagues and clients comment on my office and organization skills (which they often do), I tell them all about my experience with Leslie and that how no matter what their expectations may be about how you would be able to help them, they will never be ready for the changes that you will make in their productivity and even their every day thinking. I truly believe that you are the best at what you do and I would highly recommend you to anyone that I think might be able to use your services. It was money well spent and the best and highest use of my time working with you and I thank you very much for everything.”

**Kate Wright, President
Wright Financial Group, LLC**

“I have the time to do more strategic things...”

“The new organization makes me feel much better. There is no monkey on my back anymore telling me I’m not getting things accomplished. The organization makes me feel like we are projecting a successful and well managed image. A foundation is in place now that allows me to refocus my attention and accomplish my tasks no matter how many times I am interrupted throughout the day. Leads are followed up on more quickly and I have the time to do more strategic things, more evaluation of results and I am less reactive and more proactive with how I manage my tasks and my time.”

**Stephanie Jameson, Registered Agent/Owner
State Farm Insurance**

“...[I] feel like I can breathe; like a big weight has been lifted.”

“I have a system in place to help me to be more productive and less frustrated. The organization makes me feel like I can breathe; like a big weight has been lifted. It has become easier to decide what needs immediate attention and what can wait, allowing me to prioritize my workload to become more productive. With the “piles” gone I am more able to focus on the most important tasks at hand. Leslie quickly honed in on my personality type and how to integrate my style into a workable organization plan to suit me.”

**Katy Harrold, Branch V.P.
Coldwell Banker Residential Brokerage**

“We completely organized my office space from desk to file cabinets, so that it's not only functional, but it looks great! I loved having scheduled time to take care of the organizing. You focus, you do it and you get it done.”

**Janet Garinther, Realtor
Coldwell Banker Residential Brokerage**

“I feel like I have more control... I no longer feel like I am “system-less.”

“The process Leslie offers is very consultative. She asks questions to find where your "pain" is and offers practical, immediate solutions in a non-judgmental way. The folder/paperwork (tangible) organization gives the client immediate results they can see which then makes them want to move to the electronic organization. Since working with Leslie, I feel like I have control over my office and computer, when before they "controlled" me. I no longer feel like I am "system-less." I think the process is very effective.”

**Wendy Urquhart, Vice President, Operations
Asher Training & US China Business Solutions**