



Getting Stuff Done:

Mastering your to-do list with mindful productivity

One of the most common complaints is there is just not enough time. In this session you'll discover the secret to time management and a whole new approach to getting things done. You'll learn about the most common time wasters and time boosters as well as a simple strategy for organizing your time more effectively. You will come away with practical tips and tricks for cultivating mindful productivity that you can begin using immediately.

How we use our time determines our outcomes. It's easy to become sidetracked by things that are not really a priority. In our highly distractible workplaces, the average person is interrupted every 3 minutes. No wonder that people feel that the items on their to-do list will never be completed. Mindfulness and productivity have one important thing in common - both are focused on where and how time is spent.

In this session we'll explore...

- why traditional time management approaches don't work
- the most common time wasters and time boosters
- a simple system for organizing your time
- 5 powerful productivity strategies

Available as a 60 or 90 minute session, or as a half day workshop





Laurel Vespi

*Motivational Speaker, Award-Winning Author,
Certified Life Coach*

Mindfulness, productivity and life engagement expert Laurel Vespi is an engaging and powerful motivational speaker with a humorous and down-to-earth style. She shares simple and practical strategies, so people can reduce stress, improve workplace productivity and create moments of calm in the midst of a hectic and distracted world. Laurel helps people close the gap between good intentions and achieving meaningful goals.

Laurel has more than thirty years of experience as an educator, consultant and group facilitator. Laurel has a Master of Education degree, is a Certified Professional Coactive Coach (CPCC), and is credentialed as a Professional Certified Coach (PCC) from the International Coach Federation. Laurel has more than twenty years of experience in mindfulness practice, has completed training with Mindful Schools and is a Certified Lifestyle Meditation Teacher.

Laurel has been featured on several television and radio programs including Global, City TV, CTV, Alberta Prime Time, CBC Radio, EZ Rock, CHED and a variety of print media including newspapers, Readers Digest, Homemakers Magazine and Be Fabulous Magazine.

Laurel is the author of two award winning books **Spontaneous Combustion: Setting Your Life on Fire** and **To Be Awake**. Laurel is also the host of the popular podcast **The Being & The Doing**.



To learn about coaching, read Laurel's blog, listen to her podcast, or book her to speak visit laurelvespi.com

