

Ready, Set, Get Motivated! – Reclaim Time, Information & Space

The average executive wastes 6 weeks a year, just looking for things on his or her desk. In today's economic times, most businesses don't have that time to lose! Stephanie Calahan can help.

Stephanie is passionate about putting proven strategies into action that will help you get systems & stay productive & organized. Her humor, enthusiasm, honesty & common sense have encouraged many nationwide at meetings & workshops.

As the Meeting Coordinator you will receive:

- A program that is designed to meet the group's needs
- A variety of timing options, from a 30-minute session to a 2-day seminar or retreat.
- An event coordinator tool kit that includes: room set-up specifications, downloadable photos, sample press releases, introductions & more
- Marketing materials for your publication use
- Recognition for hosting a valuable program/event

*"Your workshop was very helpful as well as informational. I know the class **prompted employees to begin organizing at work and at home.** You made it so easy to work with you."*

Jan Morris - McLean County Health Department Program Manager - Bloomington IL

Audiences will learn:

- Techniques that can be immediately incorporated into their business & personal lives
- How to create a system that works for each person's style
- Sound advice & practical hints (even if you are the most "disorganized")
- How to take overwhelm out of paper & electronic information

*"I enjoyed your presentation style & your approach to getting organized; it really **took some of the intimidation out** of getting started to get organized. [You] **put things into perspective** for me & gave me the **much needed push to get started.**"*

Mary Hosier – Operations Mgr. - Board of Certified Safety Prof. - Champaign IL



Stephanie L. H. Calahan
Productivity & Organization
Consultant, Speaker & Author

Do you have too much to do & not enough time?

Would you like to learn how to save an hour a day?

Is it time to take control of your life instead of it controlling you?

Would you like less stress, and a better quality of life?

You can experience the joy of working in an environment that enables you to succeed & be **Extraordinary!**



We will be hiring them again!

*We asked Calahan Solutions to present a half-day workshop for our chamber members. They **made it easy for me to promote** the workshop to our members by providing me with effective, professional marketing materials I could include in our newsletter and on our website. We conducted a survey after the presentation and **100% of our participants said this was the type of workshop the chamber should continue to offer** and it was a good value for their time and money. We plan to ask Stephanie Calahan back for another presentation.*

Bill Fleming – Executive Director – Pekin Area Chamber of Commerce

Calahan
SOLUTIONS™

Productive & Organized - We'll Help You Find Your Way

www.CalahanSolutions.com

T: 309-826-5263

F: 309.422.7665

Our Service Commitment to Meeting Planners

Hosting & planning a meeting/event can be hard enough without having to worry about your speakers. We will deliver an exceptionally good presentation in a highly professional manner. Here is what we commit to do for you before, during & after any presentation we provide.

Before the presentation I will:

- Understand what your organization does & why it does it.
- Discuss plans for the presentation with you.
- Discuss with you & understand the specific plans you want to accomplish.
- Know the theme of your meeting & relate my presentation to it.
- Know why the audience would want to hear what I have to say on this topic.
- Coordinate with other speakers or the speaker coordinator to assure your goals are met.
- Notify you in advance of my travel itinerary.
- Ensure I get appropriate rest the night before my presentation.
- Provide an easy, brief written introduction & be available to coach my introducer.

When I arrive, I will:

- Notify you when I arrive at the meeting location.
- Contact you immediately should any serious delays occur & help brainstorm contingency plans.
- Be accessible to you from the time I arrive until I leave.
- Make suggestions to the crew as to how to maximize audience impact.
- Be reasonable & considerate in my use of room charges & incidental expenses.
- Be in the meeting room for a sound check at the agreed upon time.
- Stay out of the way until it is my turn to speak.
- Study your audience & the other speakers to align my message with them.
- Be dressed appropriately, always one step more formal or business-like than the audience.
- Be in the room, seated & visible to you even before my introduction begins.

During my presentation, I will:

- Walk on stage cheerfully & open my presentation with energy & purpose.
- Never use off-color language or material & never be rude to an audience member.
- Interact constantly with the audience & involve them through questions/exercises as appropriate.
- Present well-researched, compelling information.
- Use stories & humor liberally.
- Use appropriate audio/visuals to enhance the look, feel & impact of my presentation.
- React maturely, good-naturedly & flexibly to any problems that arise. (e.g. audio visuals, lights, etc.)
- Allow & encourage questions & comments from the audience during my presentation.
- Summarize my points & offer ways to remember my key points including providing handouts.
- Relate my points to your organization & people.
- Never abuse my assignment by turning my speech into a sales pitch.
- Only offer my products if approved or requested in advance.
- Stick to my time frame & adjust if needed.
- End my presentation on time so you stay on schedule.

After my presentation, I will:

- Stay around after my speech briefly to answer questions or hear comments.
- Check out and depart with minimal effort to you.
- Itemize my expenses & bill you promptly after the presentation & provide receipts as needed.
- Promptly fill any orders for my products.
- Send a copy of my e-mail newsletter for each audience member as a follow-up, if desired.
- Suggest strategies to continue the impact of my message during follow-up.
- Be willing to accept phone calls & emails to follow-up on the presentation from audience members.



Before During and After, I Will:

- Tell you the truth 100% of the time.
- Never disclose any sensitive information about your organization.

I proudly adhere to these accountability standards, originally established by Jim Cathcart, CSP, CPAE, & past-president of the National Speakers Association, as a personal & professional code of conduct for speakers.

Let's talk about how we can help you offer exceptional value for your members or employees.

309.826.5263

Sample Presentation Titles

General

- When Is Enough Enough? Strategies To De-clutter & Simplify Your Life
- Discover Your Own Path Roadmap - Goal Setting
- Understand Your Organizing Style
- Understanding Chronic Disorganization
- The FAT System™ - The One Time Fat is Good!

*"Stephanie **infused fun and self acceptance** in her presentation for women leaders about organizing. I took away **several helpful tips** to pass on to my family and clients!!"*

Dina Emser - Certified Prof. Development Coach Peoria IL

Business/Office

- Run Your Business/Office, Don't Let It Run You™
- The Productive Environment Process™ (5 Steps to Increase Your Results & Reduce Your Stress)
- The Centrally-Understood Filing System™ (Managing Information for Multiple People in Multiple Locations)
- Find What You Need, When You Need It - Paper Management For Busy People
- On a Clear Day You Can See Your Desktop!
- Your Office for Success: Create a Comfortable & Productive Workplace
- Conquer E-mail and Electronic Pile-up With Simple Proven Steps
- Making the World a Better Place One Card at a Time (Making the Most of Your SendOutCards Account)
- The Home-based Business Lifeboat: Learn How to Stay Afloat for You, Your Family, and Your Future
- Blogging and Social Networking – How to Make them Worth the Time for Your Business

*"Thanks again for your participation again in this seminar today. We had a great turnout – **definitely a topic people are interested in!!**"*

Tracy Widergren - Business Builders – Bloomington IL

*"I really enjoyed your presentation at our conference. **You had a lot of energy on a topic that I thought I was not going to like.** I especially liked your e-mail and meeting strategies. I will be putting them to work when I get home."*

Ken Killian - Nebraska Association Manager - Marquette NE

Home/Residential

- Your Home Office for the "Business of Life"™
- My Recipes are Taking Over My Kitchen (& Other Parts of My House!)
- Organizing Your Kitchen A to Z: Learn About the Tools
- Space Savers: Reclaiming Your Home's Wasted Space
- Creating an Organized Lifestyle and Home
- Organizing for the Person who is Moving and Downsizing
- You Can Have a Stress-Free Holiday!
- Your Kids Can be Organized – Strategies for working & teaching your children

*"The information you presented was so **practical and doable.** I appreciated that you provided suggestions that the average person could use. **I'm excited to get back to the office and get started!**"*

Debra Gard – Mineral Wells WV

Built Just for You

We can work off of one of our pre-developed programs, or create a custom presentation designed to meet your audience's specific needs.

Presentation Formats

- Interactive
- Lecture
- In person
- Teleconference
- Webinar

Time Limits

Programs can be delivered to cover a number of time schedules, a 30-minute session to a 2-day seminar.

Let's talk about how we can help you offer exceptional value to your members or employees.

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*"You inspired me (and **helped me understand a little better.**) I'm cleaning my desk & office right now, and have been for the past hour!"*

Beth Kolowski - Program Director for IAAP - Elmwood IL

*"This was a great seminar! I have a number of things that I can take back to the office and **put into place right away.**"*

Howard Call - Ohio Fair Managers Association Inc. - Perrysberg, OH

Regain control with productivity expert Stephanie L. H. Calahan of Calahan Solutions, Inc.

Stephanie LH Calahan (www.StephanieCalahan.com) is a dynamic entrepreneur, nationally known speaker, media personality, author, publisher; productivity/organization consultant, and business start-up coach. As the founder and CEO of Calahan Solutions, Inc., she and her consultants focus on conducting workshops and presentations, personal coaching, productivity assessments and organizing services for business and residential clients.

The media (www.CalahanSolutions.net) enjoys working with Steph and other Calahan Solutions, Inc. consultants because they can meet even the most pressing deadline. She has been featured on and in numerous venues (www.calahansolutions.net/in-the-news.html)

Stephanie believes that diversity of thought, communication styles, backgrounds, and experiences lead to more innovative, longer-lasting solutions. She has worked with hundreds of clients, and understands that every person is unique and requires systems that work for them. **You don't have to do it our way, because we help you find your way!**TM

She is an active member in many professional organizations (www.stephaniecalahan.com/professional_organizations/index.html) and is an active community leader (www.stephaniecalahan.com/involvement_in_community/index.html.) As such, she has received numerous awards recognizing her for her contributions (www.stephaniecalahan.com/awards_recognition/index.html.)

Having worked in both Corporate America and small businesses, Stephanie has observed that most workers have to do more with less time and fewer resources. As a wife and mother, she knows family and leisure time is more important than ever. Her organizing expertise, Computer Science and HR backgrounds give her a unique perspective on what works at work. She has spent the last 13 years developing systems and tools to aid her clients and readers.

Rolodex, Stacks & Stacks, and Neat Company are a few of the international companies that have asked her for her expertise. As someone that understands how to process chaos into a miracle, Stephanie was recently asked to serve on the strategy team for Central Illinois project 612 of the ABC T.V. show, *Extreme Makeover: Home Edition*. (www.designbuilthomesextreme.com/team.htm).



View other professional memberships & affiliations by visiting
www.stephaniecalahan.com/memberships_affiliations/index.html

About Calahan Solutions, Inc.

Calahan
SOLUTIONSTM

Productive & Organized - We'll Help You Find Your Way

Our mission is to identify solutions (big or small) that minimize stress, enhance productivity, and maximize space so you can focus on priorities.

Calahan Solutions, Inc. is a premier productivity consulting firm, serving a national and local clientele in corporate settings, home-based businesses, and residential environments. You can learn more at www.CalahanSolutions.com.



Are you being held prisoner by your paper?

File cabinets ready to implode?

Are you spending too much time searching for items/information?

Will one more email push you over the brink of insanity?

Would you like to find anything in 5 seconds or less?

Call Today!

309.826.5263