

## Porter Knight

Founder, Productivity Vermont

Certified Professional Organizer CPO®,  
Productivity Trainer

Since 1996, we at Productivity Vermont have been on a mission to empower people and make them more effective in the workplace. Productivity doesn't just happen. It begins with a conscious commitment, requires skill and decision-making to thrive, and may need ongoing support to sustain. We have created systems which foster these characteristics in the workplace. Our powerful strategies have helped thousands of individuals achieve greater life balance while boosting their performance at work.

Today's fast-paced environment has left many professionals feeling overwhelmed and exhausted. Porter can show you the secrets to "stress-free productivity" so you can accomplish your goals and regain much needed balance.

Whether your workplace is a studio, an office, a warehouse, or a campus, being organized makes it easier to achieve your goals. Porter's methodologies will give you the tools you need to reassert control over your day and your workspace. Her strategies integrate workflow and scheduling so that you can realistically coordinate your calendar and your environment for peak performance.

Porter will work with you to identify where disorganization disrupts workflow and where poor time management undermines your intentions. With her hands-on support, you'll learn to clear the backlog, create new systems, and establish improved habits so you can get more done each day.

Via group training, facilitation, and individual sessions, Porter will help you hone your decision-making capacity and discover your own maximum potential and productivity.

Porter was one of the first in the nation to achieve the credential of Certified Professional Organizer® She is an active member of the National Association of Professional Organizers (NAPO) and has twice been nominated for the industry's prestigious "Founders Award." Porter is a graduate of Middlebury College.



**Porter Knight & Catherine Matosky  
Partners, Productivity Vermont**

Productivity Vermont offers dynamic workshops for groups as well as consultations and coaching for individuals in the following areas:

Office Organizing & Time Management: creating space, finding files, effective scheduling

Project Management: accomplishing goals on-time, within budget

Process Documentation: identifying steps to ensure consistent, quality outcomes

Electronic Organizing: processing e-mail, finding documents, making sense of the server

Productive Communications: navigating changing priorities, getting what you need, saying "no"

We bring expertise, confidence, humor, and enthusiasm to every training session. You'll gain practical skills and much needed new perspective you can put to use immediately.

**Phone: 802-654-8787**

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*Vital Business is a division of:*



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