



How to Leave Work Early and Enjoy Your Valentine's Day



DENVER, Colorado, February 6, 2012 – Couples committed to a long and happy relationship should be focusing more on quality time than expensive jewelry or chocolates this Valentine's Day. In her newest blog, [“How to Leave Work Early and Enjoy Your Valentine's Day,”](#) Time Management and Productivity Expert Laura Stack advises couples to leave the office early this Valentine's Day and give their loved ones an incredibly rare gift – undivided attention.

It's too easy to treat February 14th like every other day, scheduling meetings or perhaps a business dinner into the late evening, only to realize at the last minute that another Valentine's Day is ruined. Of course, when you're rushing out the door at 8 a.m., it's easy to raise the argument that Valentine's is a concocted holiday meant to make florists and greeting card companies rich. However, at the end of the day, you resort to a grocery store bouquet and whatever picked-over card remains with an envelope that fits.

“Hectic work schedules have probably ruined more Valentine's Day celebrations than we care to admit,” Stack says. “It makes sense to take this one day of the year that is earmarked for romance and prove to your significant other that you can leave work early and make time for no one but the two of you.”

Laura Stack, author of the time management book [“Leave the Office Earlier,”](#) has compiled some tips to help create a loving Valentine's Day starting with some self-inflicted time management. Below are a few tips Stack offers to jump-start a happy Valentine's Day:

Plan ahead.

- Double-check your planner and organize activities for the following day before you leave the office on Valentine's Day.

- Get tomorrow's tasks down on paper and out of your head to help you leave your work at work; this way, you can be fully present with your significant other on this important night.
- Make a call list before leaving the office, which will help ensure you don't forget anyone.
- Make any last-minute essential calls on the way home.
- Make it your goal to complete your work by the time you arrive to meet your Valentine.
- While you're on your way home, finish any leftover "business" conversations.
- When you see your loved one in person, be ready to focus on romance.

Get a babysitter. If you have children, and your goal is to give extra attention to your loved one, this is not the evening to let the children tag along.

Find something that relaxes both of you. Since Valentine's Day falls on a weekday (Tuesday) this year, by the time you are finally together you will each have dealt with the pressures of a full day. Find a way to relax and decompress before your special "date."

Be present. If you spend the evening in, avoid the tendency to multi-task at home. Some people don't feel productive when they're not doing four things at once, but all of your attention should be directed to your Valentine.

Turn off the phone. One thing that is sure to ruin the mood on Valentine's night is a ringing cell phone, especially if the caller ID shows it is a colleague, leaving you curious and distracted. Make it easy on everyone and turn the phone off for the whole night.

"An important element to successful time management is incorporating it into your personal life, as well as your work life, Stack says. " Your relationship deserves the same level of focus you give your work, if not more.

"Turn your phone off, and put your mind on romance; your Valentine will love you for it."

To learn more about developing time management and personal productivity skills, visit www.TheProductivityPro.com, Send an Email to Laura@TheProductivityPro.com, or call (303) 471-7401.

About Laura Stack:

[Laura Stack](#) is a time management and productivity expert who has been speaking and writing about human potential and peak performance since 1992. She has implemented employee productivity improvement programs at Wal-Mart, Cisco Systems, UBS, Aramark, and Bank of America. Stack presents keynotes and seminars internationally for leaders, entrepreneurs, salespeople, and professional services firms on improving output, lowering stress, and saving time in the workplace.

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The president of [The Productivity Pro®, Inc.](#), a time management firm specializing in high-stress environments, Stack is the bestselling author of five books: “SuperCompetent” (2010); “The Exhaustion Cure” (2008), “Find More Time” (2006), “Leave the Office Earlier” (2004), and “What to Do When There’s Too Much to Do” (scheduled for release in June 2012). The 2011-2012 President of the National Speakers Association and recipient of the Certified Speaking Professional (CSP) designation, Stack has served as a spokesperson for Microsoft, 3M, Xerox, and Office Depot, and is the creator of The Productivity Pro® planner by Day-Timer. Widely regarded as one of the leading experts in the field of employee productivity and workplace issues, Stack has been featured nationally on the CBS Early Show, CNN, and in USA Today and the New York Times.

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Contact: Liz Ernst

Phone: 813.965.4373

E-Mail: Lizernst@writesstuff.com