



---

## Time Management and Productivity Expert Laura Stack Discusses Maximizing Workplace Productivity



*Most workers believe that in order to maximize their productive potential and shine in the eyes of their superiors, they have to work like dogs. In her newest blog, time management and productivity expert Laura Stack refutes this way of thinking and offers new advice for achieving true workplace productivity.*

DENVER, Colorado, May 28, 2012 – People who approach their work day believing that workplace productivity means overwork and exhaustion are probably doing far more than they need to, and actually decreasing their workplace productivity levels because of it. In her new blog titled, “Reduce the Unimportant to Maximize Your Productivity at Work,” Stack unravels some old myths about overworking and looking good in the eyes of supervisors by clearing away some of the worst anti-productivity habits to which many over-working people are needlessly attached.

In the blog, Stack describes a new discipline that involves focusing only on important tasks and shedding those elements in the work place that cost people time and dilute their productivity. Beginning with reducing your accessibility, which means ending the constant interruptions of coworkers entering your office at any time, Stack puts the responsibility squarely on the shoulders of each individual to draw the proverbial line in the sand when it comes to time wasting habits, including those of their co-workers.

“It boils down to clearing out unnecessary time wasters, and If people can enter your office at any time for any reason, then you run the risk of having them randomly divert your focus

whenever they want to,” Stack says. “The problem goes beyond the diversion itself, as it takes time to become refocused on work after the co-worker has left.

“A few interruptions a day can add up quickly in lost productivity. “

Stack tackles the productivity issue more deeply in her latest book, [“What To Do When There's Too Much To Do.”](#) (Berrett-Koehler Publishers, June 2012), in which she offers solutions based on her Productivity Workflow Formula™ (PWF).

In addition to the obvious time sinks that Stack has written on in the past, such as complaining, gossiping, skipping breaks, and multitasking (all self-defeating behaviors, she says), Stack extends the concept in this newest blog to four time wasters that may not be so readily obvious, including the repeat office interruptions.

Stack says in addition to reducing accessibility, everyone needs to be able to identify coworkers’ artificial crises that arise out of their own poor time management skills and refuse to participate in them.

“A coworker’s priorities should not derail yours,” Stack says. “When someone tries to rope you into more work, just say no – you have enough of your own to do.”

Stack’s blog also offers some down-to-earth advice that may require some practice, but is critical to becoming productive: quit worrying, and know when to stop.

Worrying about work has never helped matters, although it can harm the employee who is doing the worrying. When stress builds up, productivity plummets. Knowing when to stop may be key to interrupting the worrying cycle. Eliminate unnecessary time wasters; if a meeting drags on needlessly, excuse yourself and leave. Stop allowing what should be 10-minute procedures, like checking email, to drag on for an hour.

“Rein in such behavior, or it will steal away your time bit by bit,” Stack says. By doing so, workers can shave 90 minutes of wasted time off their days, productivity will increase and time opens up for lives outside of work.

To find out more regaining productivity by eliminating the obstacles, visit the Productivity Pro website at [www.TheProductivityPro.com](http://www.TheProductivityPro.com), send an Email to [Laura@TheProductivityPro.com](mailto: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.

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.

## **PRESS RELEASE**

*For Immediate Release*

Contact: Liz Ernst

Phone: 813.965.4373

E-Mail: [Lizernst@writesstuff.com](mailto:Lizernst@writesstuff.com)

###