



---

## Laura Stack, Time Management and Productivity Expert, Talks Making the Most of Personal Rhythm in Workplace Productivity



DENVER, Colorado, June 6, 2012 – Making the most of workday productivity does not have to be complicated, according to time management and productivity expert Laura Stack. In her new blog titled “Personal Productivity and the Rhythm of Work,” Stack says to take your peak energy periods, your scheduled tasks, the rhythms of your coworkers, and the world at large into account when planning your day. She offers new insights to accomplishing daily workplace tasks with simple time management skills that break away from old misconceptions regarding what constitutes productive workplace habits.

This latest blog precedes the release of Stack’s newest book, [“What to do When There’s Too Much to do,”](#) (Berrett-Koehler; on-sale June 26; \$15.95), her fifth in a line of bestselling time management handbooks, each structured to address new ways to manage workplace and personal demands to achieve a more balanced life.

“Forget company politics, who you know, how early you arrive in the morning, or how late you stay,” Stack says. “In the daily workplace, simple time management skills reign supreme.”

Having spent more than 20 years fine tuning new methods of making workplace and personal productivity skills work for ordinary people, Stack’s new blog stays true to her

findings that nothing short of mastering basic time management skills will lead to accomplishing one's maximum potential at work.

"You can't accomplish much in the corporate world without breaking down your working life into distinct tasks you can easily track, so you can prioritize them by value and schedule them logically," Stack says. "Only then can you make the most of your workplace productivity, while still allowing yourself enough time away from the job for the activities that make life worthwhile."

The overrated commitment to working long hours – being the first one to arrive at the office in the morning and the last to leave at night – has proven to be counter-productive to actual workplace productivity; in fact, it may have the opposite effect once burnout sets in. Stack points out that no matter how late a person stayed at the office every night last year, when the economy took a downturn and cost cutting measures were taken, all the long hours spent slaving away in the office didn't spare anyone a pink slip.

In 2012, Stack says that an effective to-do list, a personal organizational system, scheduling prowess, and the basic foundations of time management are going to pay off in increased productivity. Individual workers need more leeway to discover their own personal work rhythm, which will ultimately rewrite the way corporate America has structured the standard workweek.

"Human beings experience certain natural rhythms, marked by peaks and valleys in both mood and energy during the day and week," Stack says. "You may have to shake up your current routine a bit as you work to match the correct task to your energy level."

The payoff, she says, comes with maximizing one's overall productivity at work, while getting enough free time to enjoy life *outside* work.

To find out more about time improving time management and productivity skills, 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

Email: [Lizernst@writesstuff.com](mailto:Lizernst@writesstuff.com)

###