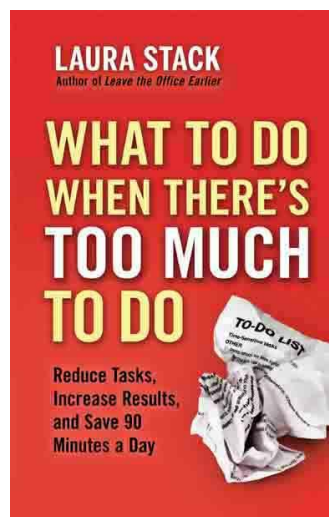


In Her New Book, Time Management Expert Laura Stack Offers Fresh Insight on
“What to Do When There’s Too Much to Do”



Just one week before it hits book shelves, the latest book by time management and productivity expert Laura Stack titled: “What To Do When There’s Too Much To Do,” is already anticipated to be the first in its genre to teach readers how to rethink their daily strategies in order to do less and achieve more of what really matters.

DENVER, Colorado, June 20, 2012 -- In her fifth book “[What To Do When There’s Too Much To Do.](#)” (Berrett-Koehler; on-sale June 26; \$15.95), time management and productivity expert Laura Stack introduces a brand-new model for increasing productivity and regaining control in the workplace.

Stack introduces her innovative Productivity Workflow Formula™ (PWF), bringing together top productivity tools from Stack’s 20 years of in-the-trenches experience with hundreds of corporate clients. Her work allows her to study personal productivity skills in action, identify what works and what doesn’t, and put her findings into practical application.

“What To Do When There’s Too Much To Do” presents a straightforward, comprehensive guide that offers an approach tailored to the realities of today’s wired, 24/7 workplace. The book features [links to complimentary online bonus material](#) that will make applying the system simple and easy.

“Look at your to-do list---it’s ridiculous,” Stack says. “You can’t get all that done! You’re already at capacity, and your list probably doesn’t even list every single thing you need to do.

“The last thing you want to do is more.”

Stack recalls a skeptical audience member who said before a presentation, “I don’t want to hear a productivity consultant telling me to do more with less. I want to do less and achieve more.”

Voila!

In “What to Do When There’s Too Much to do,” Stack offers the tools necessary to accomplish exactly what her audience member requested.

“You’re never going to save time and increase efficiency by adding more to your bloated list,” Stack says. “You need a system and a comprehensive approach that will enable you to organize your life around the tasks that really matter and let go of the ones that don’t.”

Stack’s innovative, step-by-step Productivity Workflow Formula teaches readers to spend less time and achieve greater results than they ever thought possible. By following her logical and intuitive process, anyone can wrestle their schedule into submission and ultimately recover as much as 90 minutes of the day (or even more) to use as they see fit.

Stack shows how to separate the productive wheat from the nonproductive chaff; hone in on the high-value tasks; protect the time to do them; and focus on their execution. Throughout this book, readers learn how to scale back: “Reduce, Reduce, Reduce” is her mantra. Stack provides dozens of ways to shrink a to-do list, calendar commitments, distractions, interruptions, information overload, inefficiencies, and energy expenditures. Each reduction leads to increased productivity and time saved.

“You know you can’t work any harder,” Stack says. “If you want to accomplish more you have to work differently.”

In “What To Do When There’s Too Much To Do,” Stack shows readers how to keep their sanity, advance their careers, and spend more time with family and friends by redefining workplace productivity, offering effective strategies for doing less, shaving 90 minutes off of each workday, and actually creating greater results in the process.

For more information, visit www.TheProductivityPro.com, Email Laura@TheProductivityPro.com, or call 303-471-7401.

About the Author

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: “[What to do When There’s Too Much to do](#)” (2012); “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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