



Time Management Skills are Top Priority for Overburdened Americans

Laura Stack, time management and productivity expert has added a new set of rules for the overworked and stressed in The Productivity Pro online newsletter.

DENVER, Colorado, January 2, 2012 – Trying to make ends meet in today’s dismal economy has many employed Americans working 60- to 70-hour shifts, whether to keep up with demands in workplaces where staff has been reduced, or to generate new business. Productivity and time management expert Laura Stack has added a new set of rules for the overworked masses in her latest contribution to “[The Productivity Pro](#),” an online newsletter featuring solutions to 21st century time management problems.



Stack takes a “work smarter” approach to living life in 2012 without suffering the high pressure burnout and potential health problems that many Americans are facing in their overburdened lifestyles, rife with distractions and low priority time sinks that interfere with work productivity and personal productivity.

“Some professionals view a 40-hour work week as part time at best,” Stack said. “They believe that if you limit your hours to the traditional number, you also limit your opportunities.”

In her latest contribution to “[The Productivity Pro](#),” Stack provides guidelines for the overworked to incorporate into their lives in an effort to actually reshape their approach to work and play. Balancing the demands of the times with a healthy lifestyle requires careful planning and commitment to fitting positive productivity practices into the daily schedule.

Turning off the technology, and visualizing the successful completion of the day’s tasks are just a few of Stack’s [guidelines](#) for taking back control of an overburdened lifestyle. Identifying priorities and cutting back or eliminating unnecessary distractions that eat up large portions of the day is critical in taking back our lives, according to Stack.

“Many people would be surprised if they added up all the minutes in a day they spent with unnecessary distractions like Facebook, for instance,” she said.

In this, her newest series on developing skills for time management, Stack addresses the most common productivity inhibitors and offers up real life solutions for setting and achieving personal and professional goals without sacrificing a somewhat balanced lifestyle.

“We all need to attack our overcrowded daily itineraries head on, schedule everything we do during the day in advance, and stick to that plan to the best of our abilities,” she said.

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“Obviously you can’t account for the unexpected all the time, but if you remain flexible and focused, you can stay on track without falling back into the same old pattern of burning the midnight oil night after night.”

The monthly series on [productivity and time management](#) is part of Stack’s ongoing drive to teach others to manage their time better in order to focus on leading better quality lives. Each month she provides a comprehensive look at the pressures of juggling work, home, and everything between, offering time management tools for coping with stress and completing daily responsibilities without being sidetracked.

For more information visit [The Productivity Pro website](#), email 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 and 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.

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