



Off the clock

Forget everything you know about time management. Experts say breaking these long-held rules can make you happier, less stressed, and—believe it or not—more productive.

BY LESLIE PEPPER | PHOTO MARTY BALDWIN

Multitasking? It's our mantra. Speed up. Power through hectic days. Use every possible minute to get something done. That's been the classic counsel of time-management experts—and our stressed-out way of life. But a growing chorus now offers saner advice. "As paradoxical as it sounds, we're finding that productivity declines the more people attempt to cram into a day," says Laura Stack, author of *SuperCompetent: The Six Keys to Perform at Your Productive Best* (Wiley). In addition, some habits long viewed as detrimental, such as procrastinating and giving up, can be constructive. Read on as efficiency pros share their best rule-busting advice.