



Time Management and Productivity Pro Laura Stack Discusses the Art of Decision Making



DENVER, Colorado, March 26, 2013 – According to time management and productivity expert Laura Stack, the space in between completing a task and deciding what to start next is a mere second. That is to say, in that miniscule space of time, people choose to be productive or not. In her latest blog titled [“In the Decision Comes the Dilemma,”](#) Stack takes a close look at these brief “forks in the road” that most people are faced with daily to discuss self talk, and its effect on decision making.

“It’s the little moments that count,” Stack says. “Specifically, one moment; the space in between choosing what to do or what to work on next.”

For example, when an individual is cut off in traffic, there is a split-second pause to decide how to respond – whether to flash a digital reflection of one’s irritation or concentrate on avoiding the accident. It is, Stack says, about choosing how one allows their self-talk manifest. To escalate the anger, or remain calm and move into the next moment.

“You choose whether to escalate the conversation, or remain calm,” Stack says. “The same is true in time management.”

Time management boils down to choices, whether one chooses to:

- Open Word and complete an assignment, or an article due article for a blog or company newsletter, or;
- Open Outlook and spend time messing around with email.

It means choosing between:

- Diving into a spreadsheet and tackling difficult brain work, or;

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- Picking up the phone and calling a friend.

It's making the choice between:

- Rehearsing for an important presentation next week, or;
- Researching air fare options for your next vacation.

"It's not that you don't want to choose the unproductive option," Stack says. "You do, I do, because we're human."

It's much easier to do the fun task that allows a mental vacation, rather than the difficult task requiring brain power and focus."

But the results are black and white, Stack says. The day will be filled with activity, or it will be filled with accomplishment. Making the correct choice in the moment is a three-step process, which Stack disseminates for her readers:

1. Clarity. People need to know in advance what their priorities are for the day.

"Without a complete list of choices, you won't have an accurate answer to the question "what's next?" Stack says. "If you don't have a plan, any choice will get you nowhere, but when you already have a plan, you can execute it much more efficiently."

2. Discernment. Assuming that an individual has their priorities clearly defined, the next step becomes judgment. Stack says that in that brief moment, when choosing which fork in the road to take, individuals must evaluate which alternative will result in a better outcome.

3. Discipline. Once an individual knows what they should be working on and make the correct choice between alternatives, the only item that weighs the balance is self-control, Stack says.

"When you know what's on your plate, make an accurate choice among alternatives and decide what you should be working on," Stack says. "Do you actually follow through?"

"If you tell yourself, 'I really should work on that strategic plan,' what's the next action? Open the document and get to work, or decide to check Facebook for just five minutes, and go down a rabbit trail."

"At the end of the day, this three-step process can make all the difference between a productive outcome, where you feel really good about the results you were able to produce, and a negative outcome, where you feel like banging your head on the wall for yet another wasted day filled with bad choices."

These [decision dilemmas](#) happen to everyone hundreds of times a day, and they add up to a productive day or a wasted day, Stack says. Choose wisely.

For more information on decision dilemmas that affect productivity, visit TheProductivityPro.com 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. 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). 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 and CNN, and in USA Today and the New York Times.

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