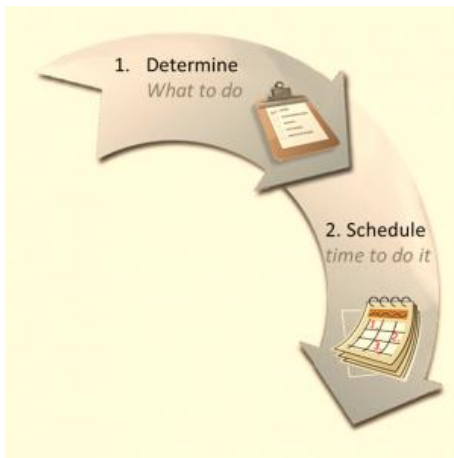


Time Management and Productivity Expert Laura Stack Preaches Obligation Reduction in Step Two of her Blog Series on the “Work Less, More Success” Guide to Time Management



DENVER, Colorado, July 17, 2012 – Since the June release of her newest book, [“What to Do When There’s Too Much to Do.”](#) time management and productivity expert Laura Stack has been expanding on the skills detailed in the book through her ongoing blog series on the Productivity Workflow Formula™ (PWF).



In her newest blog, [“Schedule Time to Do It: Reduce Your Obligations.”](#) Stack addresses reducing obligations in order to accomplish important tasks, reinforces the concept of self-management, and reminds readers of their obligation to stop misusing time and start practicing self-discipline.

In this blog, Stack refocuses the reader on taking control of their valuable time by identifying key tasks that must be done, and then clearing the time necessary to get them done. Part of making a commitment to accomplishing key tasks on a daily basis, Stack says, is to reduce obligations by adopting the computer science concept of caching.

“Caching involves developing the ability to add, drop, and refuse new data on the fly in order to streamline your workload,” Stack says. “I call this “availability caching.”

“When you find yourself at or near maximum capacity, caching will help you make decisions about who and what to give your time to more automatic, objective, and logical.”

Stack says that the objective is not only to eliminate wasted time, but to understand that everything doesn’t have to be completed in one work day. In fact, trying to multi-task with the intention of accomplishing too many things is never efficient, and more often than not ends up costing more time.

Stack advises readers to block out time on a calendar for the most critical ‘hit list’ tasks, and rely on that calendar to accomplish daily goals.

But applying Stack’s techniques adequately also means mastering the sometimes uncomfortable, but always necessary art of saying “no” politely, but firmly. Without the ability to turn away tasks that aren’t critical to accomplishing the day’s most pressing goals, the entire process is weakened. Stack reminds her readers that mastering every step of the process is the key to mastering productivity and time management.

“Don’t let your co-workers talk you into accepting tasks that don’t belong to you, or that you lack time to handle,” Stack says. “Ask your boss to prioritize projects when he or she tries to overload you, and keep a firm hand on your own tendency to wander.

“Don’t derail yourself between tasks; exercise clarity, discernment, and vision to make the right choices ‘in the moment,’ because even tiny time intervals count.

For more information, visit www.TheProductivityPro.com/WhatToDo, 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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