

Time Management and Productivity Expert Laura Stack Discusses Streamlining and Organization in Part Four of Her “Work Less More Success” Blog Series



DENVER, Colorado, August 1, 2012 – Time management and productivity expert Laura Stack released her newest blog in the “Work Less, More Success” series, aimed at offering readers guidelines for streamlining information flow and creating a reliable personal time management system. In step four in the six-step Productivity Workflow Formula (PWF) process, Stack focuses on key concepts from her latest book titled [“What to Do When There’s Too Much to Do.”](#) to help readers process new information efficiently.

Titled [“Process New Information: Reduce Processing Time”](#), Stack dissects how to streamline information flow and cut back on unnecessary time expenditures. The first task, Stack says, is to set up an efficient filing system with a simple labeling scheme using an easily-remembered noun as the first word in each file title and subcategories to better organize files.



“Apply the system to all your electronic and paper files,” Stack says. “No document should ever take you more than a minute or so to find.”

Stack provides detailed advice on setting up a reliable personal time management system, which involves some variety of organizers – whether paper, electronic, or hybrid – to keep track of schedules and contacts. Effective systems meet the “HUG” criteria—they are Handy, Usable, and Garbage-free.

“Involuntary data inflow, especially email and phone calls, will likely represent a bigger problem,” Stack says. “You can cut back on their influence by checking it just a few times per day and processing your inboxes down to zero each time you do check, ‘triaging’ on the fly.”

Because most work comes in via email, Stack recommends some foundational principles to reduce processing time. Applied in conjunction with her original 6-D Information Processing System™—Discard, Delegate, Do, Date, Drawer, Deter—Stack guides readers in adopting these new methods, so they can reduce the time spent handling information to a manageable level.

For more information, visit [TheProductivityPro.com website](http://TheProductivityPro.com), 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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