



Time Management and Productivity Expert Laura Stack Talks About Reducing Inefficiencies in Part Five of Her “Work Less More Success” Blog Series



DENVER, Colorado, August 7, 2012 – In part five of her blog series on the “Work Less More Success” strategy, time management and productivity expert Laura Stack discusses how to determine which components of the day are working, and which are not. Stack says this is the next step in taking control of one’s daily productivity, concepts she explores in depth in her latest book titled [“What to Do When There’s Too Much to Do.”](#)

The blog, titled [“Close the Loop: Reduce Inefficiencies,”](#) Stack writes that constantly refining workflow processes and reworking procedures is the first step in eliminating inefficiencies from the workday. In a theme well known to Stack’s audiences, she reiterates the importance of removing barriers to productivity created by other people; begin with making interaction with others easier, particularly coworkers, whose actions are not controllable by anyone but themselves.

“Start with precision communication that cuts down on unproductive “noise,” like hedging and passive language,” Stack says. “Get right to the point and ask for acknowledgement on everything.

“If you don’t completely understand what someone asks of you, keep asking questions until you do.”

The trick is to not give up if the person you’re questioning gets impatient, since the point is to avoid wasting time by doing the wrong thing and over-delivering. It’s not an easy step to embrace, but it gets easier over time, especially when your coworkers get to know that you operate for maximum efficiency.

Another of Stack's recurring themes involves eliminating impediments to workflow caused by micromanagers – a management style Stack says is ineffective and disruptive to productivity.

“No amount of productivity training and time management finesse can save you from a micromanager's ego trip if you don't take the bully by the horns ASAP,” Stack says. “If they hinder your workflow, confront them about it; they may back off.

“Otherwise, find ways to work around them—or find a job elsewhere!”

Undoing old, unproductive behaviors is the goal of Stack's blog, a process that takes a real commitment, but one that pays off. Addressing whatever obstacles interfere with your personal productivity, and fixing those that can be fixed, are critical steps to reaching full performance potential both in the workplace and in private life. Teamwork is critical to success, Stack says, for everyone involved. The reader must be willing to ensure stability by establishing contingency plans to handle crises and other emergencies, such as unexpected absences. Workers must also help their team develop goals, set and achieve milestones, and reach deadlines.

For more information on reducing inefficiencies to improve productivity, 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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