

Time Management and Productivity Expert Laura Stack Winds Up “Work Less More Success” Blog Series with Energy Preservation Strategies



DENVER, Colorado, August 14, 2012 – In her sixth and final blog of the “Work Less More Success” series titled [“Manage Your Capacity: Reduce Energy Expenditures,”](#) time management and productivity expert Laura Stack takes the reader back to the core of high performance, which is keeping physically and mentally fit. Without high levels of energy, you won’t have the capacity to perform all the steps in her trademarked Productivity Workflow Formula (PWF).



Focusing on concepts detailed in her recently-published fifth productivity book titled [“What to Do When There’s Too Much to Do,”](#) Stack’s Productivity Workflow Program is a six-step guide to identifying obstacles that get in the way of completing important tasks, and a strategy to change poor time management habits in order to achieve defined goals. The process is revolutionary in its ability to teach anyone the skills necessary to eliminate time wasters and focus on priorities, so workers can achieve a rhythm of productivity in everyday life. But all of this takes energy, something too many Americans are often short on.

“The best-laid workflow program will fall apart if you don’t have the energy to sustain it,” Stack says. “Therefore, Step Six focuses on keeping yourself physically and mentally fit, through a combination of good sleep, diet, exercise, and preservation of personal happiness.

“Taken together, these form the hub that links and strengthens the other PWF steps.”

As with most of the steps in the Productivity Workflow Formula, readers are told to begin by assessing. In this step, the assessment is on one’s personal “battery,” to see how long each

individual can go before energy is drained, and it's time to slow down and recharge. Part of the goal is to shed old habits and retrain oneself to take on energy preserving and boosting habits.

“No more skipping lunch breaks, stretch breaks, meals, personal time, weekends, and vacations—or fatigue may eventually overwhelm you,” Stack says.

In order to stay productive, good habits must be maintained. Restorative sleep every night is necessary for muscles to rest, body chemistry to reset, and the subconscious mind to process new information. Stack encourages a regular sleep schedule that begins with establishing a peaceful environment and not using the bedroom as an office.

Diet and exercise are also important elements in maximizing energy levels, which includes taking the stairs and hitting the gym twice a week.

“Working 70-hour weeks can make you fantastically productive in the short term,” Stack says. “But over time you'll wear down to a ghost of your former self. Eventually something will break, and suddenly, your productivity will drop to nil.

“Don't fool yourself: no matter how hard you work today, you can't guarantee corporate leadership will remember your sacrifice tomorrow. You might end up with a pink slip anyway.”

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.

###