



Time Management and Productivity Expert Laura Stack Discusses Manageable Organization



DENVER, Colorado, November 27, 2012 – Time management and productivity expert Laura Stack says organization is critical for maximum productivity, but many people tackle the actual process of organizing incorrectly. In her latest blog titled [“Organizing Your Space,”](#) Stack offers readers tips for making the most of space without wasting precious time trying to organize it.

Stack, who places a high value on organization when it comes to operating at maximum performance levels, suggests readers begin by tackling a single one-hour [organizing project](#) each weekend. Pick a drawer, shelf, cabinet, closet, or box---something that’s been the subject of the best organizational intentions for some time---but has never received any focused attention.

“Don’t attempt a huge task, such as an entire bedroom,” Stack says. “Break it down into manageable, bite-sized chunks.”

Stack says many people enter into organization projects with the best intentions, but without a workable plan.

“Don’t just dump everything out on the floor,” she says. “You’ll run out of time and steam and shove everything back in, only to be more disorganized than before.”

To begin an effective organization project, Stack offers the following tips:

Get five sturdy boxes and label them as follows:

1. The **Put Away** box contains items that are out of place and go somewhere else.
2. The **Give Away** box is for items that are in good repair that you no longer want or use. The contents of this box will go to charity or be sold.
3. The **Store Away** box is for items that are going to be used again in a reasonable amount of time, but not regularly.

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4. The **Toss** box is just as it sounds, for items that are broken, old, worn, or in bad repair, and need to be thrown away.
5. The **Belongs Here** box contains items that will go back into the area you're organizing.

Stack tells readers to take one item out at a time and put it into the appropriate box. Organizers who plan to work on the project for one hour should set a timer for 50 minutes. When it buzzes at the end of 50 minutes, use the last 10 minutes to handle the boxes: put items away; put the charity box in the car; throw the trash away; and put the remaining boxes in storage.

In her most recent book, [“What to do When There’s Too Much to Do,”](#) Stack discusses organization techniques for electronic files devised to optimize productivity in the workplace. She has written extensively on organizing for the office and home, to help professionals make the most of their work time and leisure time.

For information on organization techniques and 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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