



Time Management and Productivity Expert Laura Stack Guides Readers to Find More Time to “Do” Leadership



When managers find themselves too busy to do their “real” job, which is to effectively lead their teams, something is askew with their personal productivity. In her latest blog, time management and productivity expert Laura Stack addresses the role of leadership and the skills that help them maintain a productive workplace.

DENVER, Colorado, December 11, 2012 – Anyone in a managerial position knows how valuable good, old fashioned leadership skills are to keeping productivity high and operations running smoothly. In her latest blog titled, [“Finding More Time to “Do” Leadership,”](#) Time management and productivity expert Laura Stack discusses what happens when the workday hustle interferes with meaningful leadership.

According to Stack, it is easy for managers to get bogged down in the minutiae of their jobs and forget that they manage people, not paperwork. When managers find themselves too busy to do their “real” jobs, Stack says it’s a sign that something is askew with their personal productivity.

“Perhaps it’s time for a tune-up, or possibly a major overhaul,” she says. “Pull into your metaphorical productivity garage, lift the hood, and start making repairs.”

Stack suggests that anyone in a leadership position who becomes distracted—and as a result less effective—should try implementing some combination of the seven tips listed below to hone efficiency and effectiveness as a leader:

1. **Weed out meetings.** According to Stack, nothing can diminish prime work time like meetings. Some workplaces schedule an abundance of meetings, and while they can’t all be avoided, managers should whittle them down to only those that advance the team’s goals.

2. **Limit accessibility.** An open-door policy is a great gesture that can foster a sense of teamwork. However, constant interruptions are disastrous for concentration. A better way for leaders to make themselves accessible to staff, Stack says, is to proactively schedule regular face-to-face meetings with team members by appointment, and set aside time every week for management by walking around.
3. **Stop multitasking.** Not long ago, desktop computers could only open one program at a time, which resulted in focused single-tasking. Today they can handle numerous programs simultaneously, even multiple iterations of the same program, which encourages multitasking. Checking Twitter, answering Email, writing a report, and working on the latest budget spreadsheet—all at once—is not only inefficient, but it actually take more time than tackling those jobs one at a time and finishing one before starting the next.
4. **Polish time management skills.** According to Stack, some leaders can't find the time to lead because their schedules are over-packed. Juggling schedules should be saved for real emergencies. Leaders set the standard for their staff, meaning their personal time management system must be efficient and effective. Building a reputation for timeliness and thoroughness comes from knowing how not to overcommit in the first place.
5. **Delegate.** Too many managers need a lesson on how to spend more time leading than doing. Stack suggests identifying every task that could be completed more profitably by assigning it to someone else. Every item delegated means more time available to focus on the big picture of leadership.
6. **Don't micromanage.** Again, those in leadership roles need to remind themselves that their position does not mean doing everyone else's job. The value of a manager is in his or her ability to empower qualified staff members to complete tasks.
7. **Tame the electronics.** Email, the Internet, laptops, tablets and smartphones are all necessary to productivity, until they disrupt productivity. The distractions of over-connection can hurt productivity even more than missing a night's sleep or smoking too much marijuana. Stack recommends maintaining tight restrictions on the recreational use of electronic tools, turning them off to focus.

“Find the biggest clog in your productivity machinery and start there,” Stack says. “Your workflow process may require little more than a little preventative maintenance here and there.

“Let your results guide you as you tweak your system toward the type of balance that provides enough time for you to lead both by example and by action.”

For information on leadership and 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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