



Time Management and Productivity Expert Laura Stack Tells Readers to Learn From 2012 to Improve Productivity in 2013



DENVER, Colorado, January 1, 2012 – As one year rolls to an end and a new year looms, it’s not unusual for people to reflect on the past and resolve to apply what they’ve learned in the months ahead. In her year-end blog titled “[Look Back on 2012 and Look Forward to 2013](#),” time management and productivity expert Laura Stack discusses how to make an honest assessment of what each worker has actually accomplished in the past 12 months in order to gain advantage in the New Year.

Stack advises her readers to take the time to study what they have learned over the past 12 months by asking themselves two fundamental questions: “How have I changed emotionally, spiritually, physically, financially and socially in 2012?” and “What do I want to do more or less of in 2013?”

“On the work front, look back and consider all the projects you and your team have completed, as well as the status of those in progress,” Stack says. “How effective and productive were you?”

Stack advises readers to ask themselves questions, such as:

- “Have I left anything undone I needed to complete this year?”
- “What project(s) do I feel happiest about completing?”
- “What was my greatest triumph?”
- “What was my smartest decision this year?”
- “How about my dumbest?”
- “What good habits did I pick up in 2012?”
- “What bad habits did I break?”
- “Did I pick up any new bad habits?”
- “What surprised me most?”
- “What was my biggest lesson learned?”
- “What was my biggest risk, and how did it turn out?”
- “Who impacted me most this year?”

- “What action would cap off 2012 perfectly?”
- “How could I sum up 2012 in 10 words or less?”

Stack advises her readers to think carefully about each question, take their time, and write down the answers as they go.

“The future represents the original ‘undiscovered country,’ and one should be well prepared before blazing new trails,” Stack says. “So after you’ve weighed the lessons of 2012, consider what you’ve learned and use that knowledge as you move forward.

“Not only will this help you avoid the stumbles of previous forays, it’ll prove useful in defining new strategies and goals.”

Stack also poses a second set of questions for readers to ask themselves, each geared toward facing forward in the New Year to discover what actions they can take to be happier, more financially secure, and more professionally valuable in 2013.

Ultimately, Stack reminds her readers there is no right or wrong answer to these questions.

“The only answers that matter are those that feel right to you,” Stack says. “My list of answers may not resemble yours, but the point of this exercise is to learn from the recent past, so you have the proper ammunition and attitude as you charge toward the future.”

Visit [The Productivity Pro blog](#) or 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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