



What To Do When There's Too Much To Do: Reduce Tasks, Increase Results, and Save 90 a Minutes Day

Laura Stack

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What To Do When There's Too Much To Do: Reduce Tasks, Increase Results, and Save 90 a Minutes Day Day Laura Stack The “Work Less, More Success” Guide to Managing Your Time

Are you tired of productivity consultants—or worse, your boss—pushing you to do more with less? You’re in luck. Laura Stack knows your to-do list is already packed to capacity, so she shows you how to accomplish more by doing less. Yes, you read that right. Stack’s innovative time-management system lets you work less and achieve more.

Following Stack’s step-by-step Productivity Workflow Formula, you’ll organize your life around the tasks that really matter and—this is crucial—let go of those that don’t. Dozens of practical strategies will help you reduce your commitments, distractions, interruptions, and inefficiencies. You’ll shrink your to-do list and save time—around ninety minutes a day—while skyrocketing your results and maintaining your sanity.

“With the world spinning faster every day, Stack’s advice is especially timely. Her easy-to-implement system will get busy workers off the treadmill and on the right track.”

—Harvey Mackay, author of the #1 New York Times bestseller *Swim with the Sharks Without Being Eaten Alive*

“Practical. Precise. Pithy. Stack’s finest work to date. This book provides a productive path to a satisfying life.”

—Dianna Booher, author of *Creating Personal Presence and Communicate with Confidence!*

“Finally, a guaranteed method to lose weight—the weight of thousands of issues dragging you down and slowing your progress. Stack turns you into a lean, mean performance machine. You will want to put this book down—so that you can hurry to get your life back in order.”

—Alan Weiss, PhD, author of *Million Dollar Consulting and The Consulting Bible*

What To Do When There's Too Much To Do: Reduce Tasks, Increase Results, and Save 90 a Minutes Day Details

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From Reader Review What To Do When There's Too Much To Do: Reduce Tasks, Increase Results, and Save 90 a Minutes Day for online ebook

Odette Knappers says

Dit boek richt zich voornamelijk op kantoorwerk - iets wat ik niet doe. Maar verder wel veel goede tips opgedaan over niet alles moeten willen doen. Want soms moet je gewoon dingen anders gaan doen wil je een ander resultaat krijgen, en dit boek heeft dan wel veel handige tips.

Het leest lekker vlot weg, en de indeling is ook duidelijk genoeg dat je minder relevante dingen sneller kunt scannen of zelfs kunt skippen. Echt wel wat van opgestoken, voor werk én privé!

Marcia Conner says

The part of this book that proved truly valuable is her notion of 2 to-do lists: a Master List and a High Impact Tasks list (HIT List). While the Master lists tracks everything that needs to get done, the HIT list includes only a reasonable number of items that can be accomplished within a day.

Although the master list gets everything out of your head like David Allen's GTD to-do list, I found Stacks approach written simply enough I've been able to keep at this approach for a week+ now and it's worked consistently. I learned more from Getting Things Done overall, but find the HIT list an invaluable addition.

Maryam Tahvidary says

a life-changing and must-to-read book for always busy people

Kjen says

Non-Fiction???? I know, right?! I actually read this book planning to use the "90 minutes a day" to read...lol! Some good concepts, a good quote or two, and just common sense made up the author's time-saving plan. This book was mostly for applications in the business/work world. It didn't specifically say that, and I was hoping for more spill over into personal/home life. I will try to apply some of the basic priority advice, but really not worth the read for me.

Damaskcat says

I'm always interested in books about time management but they tend to become rather repetitive after a while and this is no exception. It's all about prioritising, avoiding distractions, not spending time on networking sites, not gossiping with work colleagues etc. If you already do all of these then you would find it easy to save the ninety minutes a day as highlighted on the cover of this book.

Yes there are some good ideas in this book and it is written in inspiring language which may just inspire you to change your work habits so that you can streamline what you do and be more productive and efficient. That's what time management is all about. We all have too much to do and not enough time to do it in therefore you have to make the best use of the time available to you.

If you want a short and simple book about time management at work then this is probably as good as any. I'm maybe a bit jaded as I read many books about time management.

Wendy says

Nothing new here. Not very inspirational either.

Harry Vinh says

A few useful tips here and there, especially ones that help you improve your information systems and your eating habits!

Jamie Belanger says

I have to admit I got a chuckle at the author pointing out the irony of spending time reading a book about saving time. There are some good tips about using triage methods to cut down on how much information you have coming at you every day, and reducing your todo lists. I found the most use in those parts, and put them to use by cutting down how often I look at email, cleaning out my inboxes, and cutting back on how much mental energy I waste on watching news feeds. Beyond that, this book read like a slightly expanded version of David Allen's Getting Things Done, complete with references to a "tickler file" and advice regarding delegating and deleting tasks.

There's no groundbreaking method here, and I don't see how this book could possibly save anyone 90 minutes a day, but every little bit helps; I have noticed my email is easier to deal with now that I've gotten into the habit of cleaning out my inbox every time I check it. And this book has motivated me to reduce clutter and turn off annoying popups and reminders when I'm working, so I can concentrate more.

Deane Barker says

Solid, practical book full of tips to help you get work done. Of course, it's up to you to implement this stuff, and this is where most people will fall down (which clearly isn't the book's fault). Deliberately follow the advice of the book, and you will clearly improve your life, both personal and professional.

But therein lies the rub. How do we get people to make the choice to make a change? How do you get them to adopt the mindset? I have no answers there, and neither does the book. But does anyone?

Sachin Ganpat says

The book offers some good tips, but feels generic. The last chapter touched on lots of other tips such as exercise and sleep, but stops short of saying why.

The process is very similar to the David Allen's Getting Things Done methodology. She even references the "Tickler File" that I've only ever seen in David Allen's book. At no point in the book, however, did she mention David or the GTD methodology. Considering that GTD came out in 2001, and this book in 2010, it appears that her 6D's methodology a copy of GTD. There is one improvement though, calling the "waiting" or "pending" file as a "date" file, so you get to that file when a date has reached.

She often talks about using MS Outlook for organising To Do's and email, which is fine if you use that, but I've turned my back on Outlook a long time ago, and have never looked back.

On the whole, it was okay. It's a good primer if you are now getting into productivity. If you've never heard of GTD or David Allen you would definitely get more value from this book than I did.

heidi says

I thought this book was well-researched and well-argued, and there are some great concrete tips, especially about managing the inflow of documents and email. It will probably change the way I triage email, at least a bit.

I also agree that the principal of doing one thing at a time and doing it well is something we could all stand to do better. Multitasking is not the greatest productivity aide ever. Rather the opposite.

This part was written especially for me and my email process:

"Indecision. We don't determine whether tasks are in or out or even relevant or not, so we leave them on our lists, which causes us to have to repeat the evaluation process again— putting them back into our 'decide later' consciousness, lengthening our to-do lists, filling our inboxes, and expanding our perceptions of how much we have to do."

Also, I actually did this with my boss, and it was enlightening:

"If you made a list of the top ten things you believe you're responsible for, and then asked your manager to do the same, and compared the two lists, would they be the same? If not, you have a problem, because you aren't spending your time in ways that are valuable to your best customer."

HOWEVER. I thought it was catastrophically judgy about attention span. Stack assumes that people can just bear down and work, and that this is a matter of willpower. Those of us on the ADD spectrum, who get in a guilt loop about trouble Just Focusing, are ill-served by this attitude.

On the bright side, I had one datapoint confirming my theory that I would be made less irritated by a productivity book written by a woman than the ones written by men.

Read if: You are looking to become an Outlook ninja. You like the idea of recapturing time leaks.

Skip if: You can't deal with "just focus" advice. You are not working a desk/computer job.

Also read: [Watership Down](#), my favorite book on leadership. [Watership Down](#)

Steve says

Standard self help book in that most of the info seems to be common sense. Of course, the advice of hiring someone to help with household chores indicates that the intended audience is also probably well above my income level. Optimistically, one could modify some concepts if you're not in her mid management/business world readers. But it'd need some creative thinking.

Lucia says

Nice and useful tips to enhance productivity but nothing extremely innovative or groundbreaking.

Micah Grant says

I didn't really find any new ideas in this book. While the ideas she presents are worthwhile, there isn't anything that really struck me as new or more than common sense.

Mex says

Completely worthless unless you are a total moron. Tips like don't waste time gossiping and you'll get more stuff done. Does ***ANYBODY*** need to be told this?
