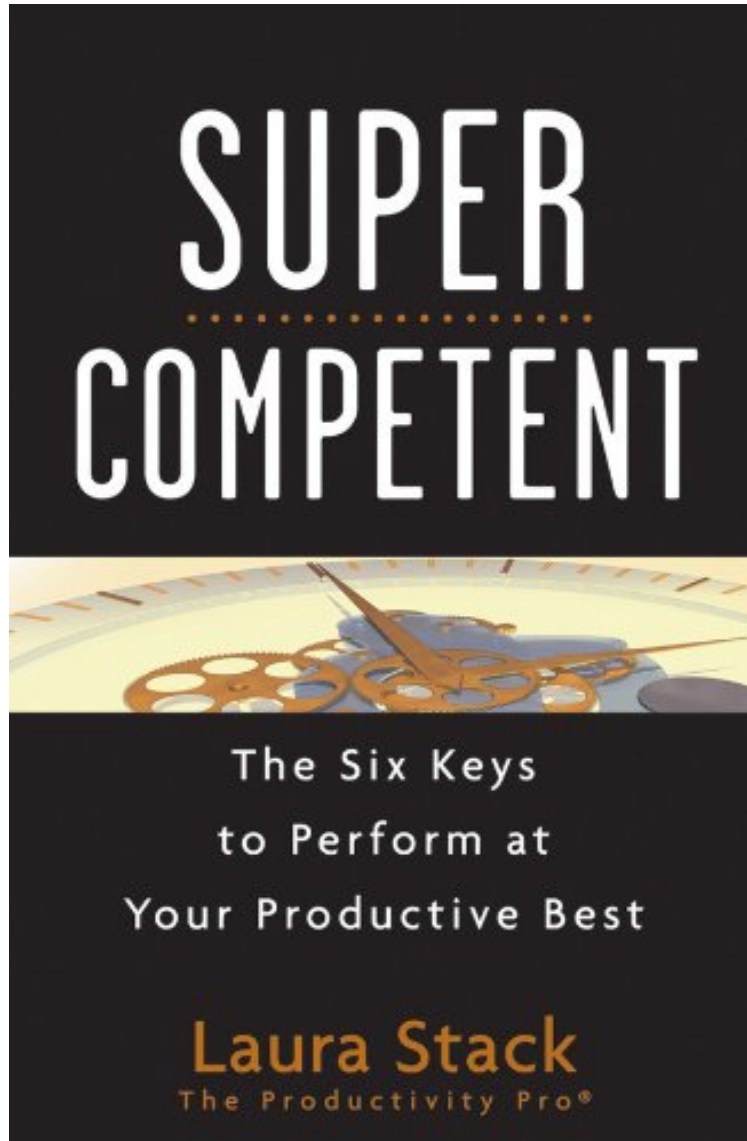


[FREE] SuperCompetent: The Six Keys to Perform at Your Productive Best

SuperCompetent: The Six Keys to Perform at Your Productive Best

Laura Stack

*ePub | *DOC | audiobook | ebooks | Download PDF*



[Download](#)

[Read Online](#)

#1313211 in eBooks 2010-08-26 2010-08-26 File Name: B0041G6S5A | File size: 62.Mb

Laura Stack : SuperCompetent: The Six Keys to Perform at Your Productive Best before purchasing it in order to gage whether or not it would be worth my time, and all praised SuperCompetent: The Six Keys to Perform at Your Productive Best:

5 of 5 people found the following review helpful. There's a lot of fluff in this bookBy CustomerThis is definitely not a super-competent book. I bought it because of the glowing reviews, but that was a mistake on my part. The author no doubt has a thriving productivity consulting business, but this book definitely did NOT help me to improve my productivity.The concept of the book seemed reasonable -- six characteristics of productive people. But I was

surprised by the book contents. There was page after page after page of how to click around in Microsoft Outlook, or how to use various features for emails, meetings, planning, with general references to various websites, and so on. All pretty light stuff. What struck me most was the large amount of text (fluff) devoted to each bullet point (many of which were merely descriptive of a situation, but not actionable in any real sense). I felt like someone brainstormed a bunch of points around a concept, and then just manufactured one or two big paragraphs (eg, a whole kindle page) talking about or around the point. I read and read and read, and could recognize (or imagine) the situations she was describing, but having understood the corporate situation she described, now what? If the author said anything much at all about the situation, it was obvious stuff. I regret buying this book, but it's too late for me to return it to . Chalk it up to experience I guess. In contrast, if productivity is what you're after, I just finished *Eat That Frog!*, which is a productivity book as well. It costs about 1/4 of the *SuperCompetent* price, and is FAR more useful as a productivity enhancer. It contains many good productivity techniques, which are all concisely explained. No fluff in that book. Another excellent book is *How to Get Control of Your Time and Your Life* (Signet), probably the grandmaster time management and productivity book (although not available on Kindles, as far as I know). Honestly, I would not recommend this *SuperCompetent* book to anyone. There are many far better productivity and time management books out there, for less money too.

2 of 2 people found the following review helpful. Super Effective! By O. Halabieh

The main premise of the book as Laura best describes it is summarized as: "Success will come to those who can accomplish more in less time and consistently perform at their productive best. The people who achieve their fullest potential are not simply competent; they're SuperCompetent." The book then goes on to outline the main areas that SuperCompetents excel in: "SuperCompetent people are better in the following areas than everyone else: Key 1: Activity - SuperCompetent people are driven by intense focus on priorities and have a clear sense of direction. Value determines priority; priority determines goals; and goals determine activities. Key 2: Availability - SuperCompetent people control their schedules, so they can make time for important activities. They know they can't be available to everyone every day, so they learn how to control their time and protect it. Key 3: Attention - SuperCompetent people are masters of focus and concentration. They develop the ability to pay attention to the task at hand and tune out distractions that aren't related to their activities. Key 4: Accessibility - SuperCompetent people are well organized. They have systems in place to find what they want when they want it and can quickly locate the information needed to support their activities. Key 5: Accountability - SuperCompetent people possess self-discipline and self-control. They eliminate time wasters, strive for constant improvement, and don't blame other people when things go wrong. Key 6: Attitude - SuperCompetent people get the requisite skills and training when they lack ability. They have the motivation, drive, and can-do positivity to make things happen. They're proactive, decisive, and fast." A very direct, practical and direct book. It includes personal assessments and action planning worksheet. On a closing note, an organization related concept presented in this book that I found particularly helpful is: "To effectively organize your time, you need several different types of lists. Daily to-do list. Essentially your daily plan or marching orders, this list captures everything you truly intend to get done today... A daily to-do list is the first thing you see in the morning and the last thing you see before leaving the office. It keeps you focused and on-target throughout the day. Master to-do list. This is a running list of everything you need or want to do. Think of it as your memory list; you need one for work and one for personal items. Every time you think of something you need to do, capture it on your master to-do list... A master to-do list is an ongoing list to keep track of things you might want to do someday that aren't ready to move to your daily to-do list."

0 of 0 people found the following review helpful. Super Competent By Suzanne Vaughan

This book helped me get back on track with ideas that I could immediately implement to help me get more done. I have left the office 80% more satisfied each day this week by incorporating some of Laura's ideas. I have always considered myself organized, but found that I was not able to overcome some of my weaknesses in planning and preparation. I have a new list of things to do based on this book and the great suggestions in it. I would recommend this book to anyone who needs help in getting better at what they do!

To be successful in the business world and reach your full potential in life, it's not enough to be simply competent. Our modern, super-competitive world is full of opportunities for the go-getter, but to take advantage of them, it's essential to become "SuperCompetent." The SuperCompetent person is one that companies fight to get, fight to keep, nurture as team players, and see as future leaders in their business growth. But SuperCompetence isn't something you're born with—it's something that you can learn, no matter where your strengths lie or what industry you work in. In *SuperCompetent*, productivity expert Laura Stack identifies the behaviors that build leadership skills, boost organizational efficiency, and blast high potential producers to the top of their fields. With Stack's Six Keys, you'll be able to consistently improve your performance, develop the confidence that will propel you forward, and achieve breakthrough results in your career.

Activity: The value and importance you place on your tasks and priorities
Availability: The ability to master your schedule and protect your time
Attention: The capacity to focus intently and concentrate on critical activities
Accessibility: The skill to organize your workflow and quickly find information
Accountability: The extent to which you assume personal responsibility for your actions and outcomes
Attitude: The intensity of your motivation, drive, and proactiveness

With worksheets and quizzes that help you evaluate your

performance at every stage, and invaluable resources for further information, you'll be able to integrate the Six Keys of SuperCompetence into your daily, weekly, and lifetime business practices. From the sales floor to the conference room, from board meetings to informal networking events, SuperCompetent enables you to build your focus, manage your resources, and maximize your ability to deliver at every level.

From the Inside Flap To be successful in the business world and reach your full potential in life, it's not enough to be simply competent. Our modern, super-competitive world is full of opportunities for the go-getter, but to take advantage of them, it's essential to become "SuperCompetent." The SuperCompetent person is one that companies fight to get, fight to keep, nurture as team players, and see as future leaders in their business growth. But SuperCompetence isn't something you're born with; it's something that you can learn, no matter where your strengths lie or what industry you work in. In SuperCompetent, productivity expert Laura Stack identifies the behaviors that build leadership skills, boost organizational efficiency, and blast high-potential producers to the top of their fields. With Stack's Six Keys, you'll be able to consistently improve your performance, develop the confidence that will propel you forward, and achieve breakthrough results in your career. Activity: The value and importance you place on your tasks and priorities Availability: The ability to master your schedule and protect your time Attention: The capacity to focus intently and concentrate on critical activities Accessibility: The skill to organize your work flow and quickly find information Accountability: The extent to which you assume personal responsibility for your actions and outcomes Attitude: The intensity of your motivation, drive, and proactiveness With worksheets and quizzes that help you evaluate your performance at every stage and invaluable resources for further information, you'll be able to integrate the Six Keys of SuperCompetence into your daily, weekly, and lifetime business practices. From the sales floor to the conference room, from board meetings to informal networking events, SuperCompetent enables you to build your focus, manage your resources, and maximize your ability to deliver at every level.

From the Back Cover Praise for SuperCompetent "The Productivity Pro, Laura Stack, should be known as the Productivity Doctor. This book is like a medical clinic for those seeking to become more productive. I know it has helped me, but more importantly, the remedies offered by Laura have benefited the people I coach in my professional life. These people keep asking, 'Jeff, how do you know how to solve my productivity problems?' My secret weapon . . . this book." —Jeff Bettinger, Director of Talent Development, Fluor Corporation "This content-rich book is a must-read for even those who thought they were productive. Laura Stack delivers specific strategies that will definitely boost your performance and productivity. Her relevant ideas will take you beyond good to SuperCompetent. This book will change how you think about yourself, your time, your use of technology, and your time with others." —Lisa Ford, author of the #1 selling training series How to Give Exceptional Customer Service "Ask executives which employees are most valuable to the organization, and they will almost invariably respond, 'The people to whom I can point at a problem or opportunity and know that they will get the job done every single time.' These are the SuperCompetent people who are in control of their work, not the other way around. Laura Stack teaches us how to stress less, get much more done, and have more fun while doing it. Reading this book will make a positive impact in your work and your life. Fabulous!" —Joe Calloway, author of Becoming a Category of One "Laura is a master at her craft and offers innovative ideas on how to squeeze the most out of our daily lives. Productivity is more than just staying busy; it's about achieving success and significance in everything you do. She unlocks the secrets to how we can all do more, be more, and have more each and every day." —Dr. Nido Qubein, President, High Point University; Chairman, Great Harvest Bread Co. "Laura Stack knows how to get things done and in short order! Her latest book offers a great work-life-mind balance, which is the key to going from good to great on a personal basis. Read this book and soar." —Tim Sanders, author of Love Is the Killer App: How to Win Business and Influence Friends About the Author LAURA STACK has been presenting keynote speeches, conducting personal productivity seminars, and consulting for corporate and association clients since 1992. As the President and CEO of The Productivity Pro, Inc., she is dedicated to building high-performance productivity cultures in organizations by creating Maximum Results in Minimum Time with greater profits. Her clients include many Fortune 500 companies, including Wal-Mart, Starbucks, Microsoft, MillerCoors, Lockheed Martin, Cisco Systems, Bank of America, and Time Warner. For more information, please visit TheProductivityPro.com.