

SELF DEVELOPMENT

Facing Down Technology Fears

Technology updates and system integration can sometimes seem complex and overwhelming.

There are some effective ways, however, to become more technologically informed and less stressed.

- **Read at least one article each week related to communication or presentation technology.** It needn't be a highly technical article; useful material is available in computer magazines, business publications, and even your local newspaper.

- **Join a technology group in your area.** Business or activities pages of your newspaper

often list details on what groups are meeting nearby.

- **Consider subscribing to a technical publication.** *Wired*, *MacWorld*, *PC Computing*, *Home Office*, and others are available at affordable rates.

- **Attend technology trade shows and expositions.** In many areas technology fairs are scheduled throughout the year. Costs are often minimal and many shows provide specialized seminars that are included in the admission fee.



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- **Each week, learn one new presentation or communication tool.** Start with those that are incorporated in the existing software package loaded on your computer.

- **Investigate what your members and peers are using.** Make a habit of asking people how they are accomplishing certain tasks with computer applications they feel work particularly well. —Submitted by Jeff Davidson, professional speaker and author, Chapel Hill, North Carolina. E-mail: jeff@breathingspace.com or visit www.breathingspace.com for further information.