



Briefings Audio Conference

The Juggling Act - Do More with Less & Accomplish More with Each Day

March 12, 2008

1:30-3:00 PM Eastern

This is an era of belt-tightening where shrinking budgets are part of a long-term, not a cyclical, phenomenon. Many career professionals are asked to do more with less, and they're expected to reach larger, more complex goals—without being offered greater organizational resources.

Reaching those lofty expectations can certainly take its toll on you and your employees. So let Jeff Davidson, work-life balance expert, teach you some breakthrough processes in managing multiple priorities.

This informative program covers the following topics:

- When did work get so demanding?
- When did life get so complicated?
- The factors that contribute to the frenzy
- How to confront too many priorities
- Innovative ways to get help
- Gaining a new perspectives on life
- The hand tools, power tools, and cerebral tools for managing multiple priorities.
- The multiple priority grid system.
- Techniques for conditioning your environment.

Learning Objectives:

1. Master how to do more with less.
2. Discover new ways of approaching the work day.
3. Decide how to determine

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what is important in order to accomplish more each day.

4. Determine how to allocate their time, energy and resources.

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CEU, please visit

<http://www.iacet.org/content/accepting-ceus.html>.

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[What is an AudioConference?](#)

Presented By:



Jeff Davidson

Author and Key Note Speaker

Breathing Space: Living & Working at a Comfortable Pace in a Sped-up Society
60 Second Procrastinator

Jeff Davidson is the work-life balance expert for our time-pressed labor force. He wrote *Breathing Space: Living & Working at a Comfortable Pace in a Sped-up Society* and the *60 Second Procrastinator*. Visit www.BreathingSpace.com for more information on Jeff's keynote speeches and seminars, including "No Time, No Clarity? No Problem!"™, "Choosing When it's Confusing®," and "Managing Information and Communication Overload®." He has an MBA from UConn and is a certified management consultant.