

### [Mastering Information Overload, 10/17/07](#)

Live Webinar with Q & A

Jeff Davidson



Mastering Information and Communication Overload  
Data, data everywhere, but not a thought to think!  
Does too much paper, too much reading, or too much  
with which to keep pace plague you at work and  
diminish your enjoyment of life? If so, go from glut to  
gain. Learn how to become your own information  
highway, use information for maximum gain, and  
keep the din at a manageable level, so you can spend

more time doing the things you enjoy. This program, designed for  
organizations whose key staff members face a daily glut of too  
much competing for their attention, offers essential tools for  
continual improvement. Participants will learn:

- The Pace of New Information
- Starting Right Where You Are
- Operation Clean Sweep
- Getting Organized, Now and for Good
- The High Art of Filing
- Conditioning Your Office
- Controlling the Intake Overglut
- Combating Packratism

#### **Jeff Davidson's Bio:**

Jeff Davidson on the web at [www.BreathingSpace.com](http://www.BreathingSpace.com) is the  
work/life balance expert for our time-pressed generations. He  
helps career professionals overcome the relentless burden of  
information and communication overload.

As a speaker, author, and columnist, Jeff Davidson has attracted  
clients such as America Online, Bank of America, Worthington  
Steel, Swissotel, IBM, Executone, U.S. Postal Service, American  
Express, Lufthansa, Westinghouse, National Association of  
Realtors, American Congress of Healthcare Executives, and more  
than 500 other leading organizations and associations. The body of  
work that he has assembled for his consulting clients has earned  
him the Certified Management Consultant (CMC) designation from  
the Institute of Management Consultants.

His career as an author includes more than 3,550 articles and 36  
books, plus 16 revised editions. Several of Jeff's books have been  
on the curriculum at George Washington University, Duke  
University, and the University of Connecticut, and have been  
translated into Japanese, Chinese, Turkish, Russian, Thai, Korean,  
German, Indonesian, Malay, French, Polish, Czech, Spanish,  
Portuguese, Arabic, Finnish, Dutch, Hebrew, and Italian. Jeff's  
books include:

- The 60 Second Organizer (Adams Media)
- The 60 Second Procrastinator (Adams Media)
- Breathing Space (MasterMedia)
- Joy of Simple Living (Rodale)
- Complete Idiot's Guide to Managing Your Time (Alpha Penguin)

Companies that have retained Jeff as a consultant or speaker report impressive results. His consulting and speaking career has taken Jeff to 6 countries and 45 states (he stands ready to speak in Washington State, Oklahoma, and Utah as well as Alabama and Mississippi.)