



## Training Event

**ON-DEMAND! Pare Down Your Reading Workload While Retaining More of What You Need to Know**  
**Presented by Jeff Davidson, MBA, CMC**

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**If you're too swamped with other emails to read about this event, then you NEED to attend so you can learn how to cut your reading load down to size!**

Many of us face a daily reading responsibility/burden that can range from two to four hours, including industry news and trends, corporate reports and memos, customer-related reports and transactions, relevant articles, and hardware and software instructions — not to mention emails, faxes, mail, and other "stuff." But few of us know how to get through the piles of reading materials — much less how to retain and apply everything we've read. Help is on the way in this valuable audioconference.

Join work-life balance expert **Jeff Davidson** for this hour-long learning event that will pay for itself in time-savings alone. In just 60 minutes, you'll learn how to save hours each month.

Hear about **why the volume of required reading continues to grow**, despite our attempts to specialize our information.

Learn **what material you can safely ignore or discard**, and find out how to establish personal routines for "winnowing down the pile."

Discover **how to avoid the most common mistakes** when it comes to professional reading so you're one step ahead of the pack.

Learn how to **retain and apply more of what you read** so you can cut to the chase and make it work for you.

Learn how to find **trailblazers who can streamline your efforts** so the total load doesn't always fall on your shoulders.

**Discover a professional advantage over your competitors** who are swamped by their volume of reading.

➤ **And more!**

You'll walk away with a better understanding of the vital role that reading plays in a successful career and learn new strategies for retaining and harnessing the truly important incoming information.

**Order Below or Call 866-574-2880 Today!**

#### Your Expert Speaker



**Jeff Davidson** is the work-life balance expert for our time-pressed workforce. In 1995, Jeff founded the Breathing Space Institute based in North Carolina and on the web at [www.breathingspace.com](http://www.breathingspace.com). As demonstrated at more than 750 live presentations, he is a captivating speaker and presenter, able to hold an audience's attention by combining outstanding content with humor, flare and inspiration.

Jeff is the author of 56 mainstream books including *Breathing Space: Living and Working at a Comfortable Pace in this Sped-up Society*, the *Complete Idiot's*