

LIVE AUDIOCONFERENCE

Don't Panic! Meet Year-End Goals with Time to Spare

Presented by Jeff Davidson, MBA, CMC

Find out how to recharge your efforts and accomplish all those jobs you've put off until now!

Struggling to catch up on your goals and targets before the year end? Let go of your stress and worries! Our time-management expert **Jeff Davidson** is here to share proven strategies to help you stay focused on your targets and prevent you from being pulled off the course. He'll give you the tools you need to reach your goals and welcome the New Year with renewed strength and vigor.

Tuesday, October 14, 2008
11:00 am ET/10:00 am CT
9:00 am MT/8:00 am PT
Length: 60 minutes

Objective:

Experts observed that office workers are interrupted about seven times an hour, which adds up to 56 interruptions a day, 80% of which are considered trivial. Learn how to stay focused on your year-end goals and targets, despite distractions.

At the end of the conference you'll be able to:

- Understand the **basic goals** that nearly everyone strives to achieve
- Experience a **notable sense of accomplishment** in managing goal-related activity
- Learn a variety of **achievement strategies** in pursuit of both short- and long-term goals
- Recognize **the importance of continually reaffirming** what you want to accomplish
- **Feel re-energized** about heading into the last 10 weeks of the year

Conference Outline:

- How to **stay on track** towards goals for more of each day
- Why it's important to literally **chart your course**
- How to **break up any complex goal** or project into bite-size portions
- How to **minimize the distractions** that can eat up some much of your day
- Why it's important to **continually assess the resources** you can marshal in the face of the challenges confronting you.

Interact:

Need more tips to easily achieve your year-end goals? Speak directly with our expert **Jeff Davidson** during our **live, interactive Q&A session** following the conference.

Methodology:

- Audio presentation with related documentation
- Live Q&A session with speaker

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. 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 Guide to Reaching Your Goals* and *The 60-Second Self-Starter*. He's been quoted in publications such as the New York Times, Washington Post, Los Angeles Times, USA Today, Christian Science Monitor, USAir Magazine, American Way and Delta Sky, and has been featured on 175 TV and radio talk shows. His latest CD audio book, *The Power of Simplicity*, is a 4-disk set which offers instructions on simplifying every part of one's professional and personal life.