



## LIVE AUDIOCONFERENCE

### It's Not Too Late: Achieve 4th Quarter Serenity

Presented by Jeff Davidson, MBA, CMC

Get it all done without losing your sanity - it's not too late to meet your fourth-quarter goals!

The end of the year is creeping up fast, but that doesn't mean you have to abandon everything you wanted to achieve in 2008. With just a little insight, planning and common sense, you can accomplish your year-end tasks and prepare for a great start next year! In this fun and insightful session, *Breathing Space* author and work life balance guru Jeff Davidson will walk you through the steps that we all need to take to have a simpler, more rewarding, enjoyable and profitable Q4!

Wednesday, November 12, 2008

11:00 am ET/10:00 am CT

9:00 am MT/8:00 am PT

Length: 60 minutes

#### Objective:

To give you the tools, information and strategies you need to achieve your year-end goals — on time and without the frenzy and stress typical of the Q4 season.

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

- Actually enjoy the fourth quarter this year
- Experience a sense of calm and ease unlike previous years
- Feel better about how things are going at work and at home
- Re-affirm what's really important to you
- Learn how to cope with time-related anxiety

#### Conference Outline:

- How to remain productive at work, and still have a life
- Why it's vital to **start planning for year-end right now**
- How to employ **time management and time shifting techniques** to lessen your burden
- How to **stay focused** despite the inevitable distractions of the fourth quarter
- Why it's crucial to get the **proper rest** you need and deserve leading up to the big days

#### Interact:

Are you overly affected by fourth quarter stress? Get the skills you need to manage your life better during our interactive Q&A session where our expert **Jeff Davidson** will answer all your specific questions live!

## 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 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.