



Conquering Information & Communication Overload and Cutting It Down to Size

Presented by Jeff Davidson, MBA, CMC

Does too much email, a constant stack of paperwork, or a weighty workload plague you 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.

Join work-life balance expert **Jeff Davidson** for this eye-opening audioconference where you'll learn how to:

- **Better manage the daily deluge** of information and communication.
- **Establish a solid framework** for receiving, assessing, and acting upon information.
- **Resourcefully manage files**, including hard copy, on disk drive, and online.
- **Efficiently respond** to information requests so you can get on with your day.
- **And more!**

[Contact Us](#)

You'll gain the tools and understanding you need to conquer the constant influx of information and make each day more productive and satisfying.

BONUS: Ask your own information management questions during our **live, interactive Q&A session!** It's like having your own personal coach right on site!

Order Below or Call 800-477-4030 Today!

Your Expert Speaker



Jeff Davidson 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 AmericaOnline, NationsBank, 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 Institutes of Management Consultants.

His career as an author includes more than 3,450 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.