

LIVE AUDIOCONFERENCE

Pare Down Your Reading Workload While Retaining More of What You Need to Know

Presented by Jeff Davidson, MBA, CMC

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.

Tuesday, May 20, 2008
11:00 am ET/10:00 am CT
9:00 am MT/8:00 am PT
Length: 60 minutes

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.

Ask the Expert: You have the floor during our live, interactive Q&A session where **Jeff Davidson** will answer your individual questions about cutting your reading workload down to size.

Order Below or Call 800-472-0868 Today!

Your Expert Speaker



Jeff Davidson is the work-life balance expert on managing information and communication overload for our time-pressed workforce. In 1995, Jeff founded the Breathing Space Institute based in Chapel Hill, North Carolina, on the web at www.breathingspace.com.

As demonstrated at more than 750 live presentations, to clients such as AmericaOnline, Banc of America, Swissotel, IBM, RE/MAX, Executone, U.S. Postal Service, American Express, and Lufthansa, 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 Breathing Space: Living and Working at a Comfortable Pace in this Sped-up Society, The 60-Second Organizer, 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.