



LIVE AUDIOCONFERENCE

Overworked or Overwhelmed? Overcome the Pressure and Stay on Top!

Presented by Jeff Davidson, MBA, CMC

Feeling overwhelmed or overworked is the sure fire route to ineffectiveness. Don't let the pressure bog you down! We'll teach you innovative management techniques that will help you stay on top, all the time!

Tuesday, June 3, 2008
11:00 am ET/10:00 am CT
9:00 am MT/8:00 am PT
Length: 60 minutes

Juggling various jobs and attempting to multi-task seems to be part and parcel of every professional's life. But you can better manage it all by learning and using these methods for effective management of your time, space and stress!

Join **Jeff Davidson**, a work-life balance expert, for a scintillating audio conference where he teaches you management techniques that lead to a better personal and professional life.

In a 60-minute session, our expert will focus on:

- Reasons why **anyone can feel 'overwhelmed'** on any given day
- How to **recognize and head-off problems**
- **Crises management** — handle whatever comes your way!
- How to strike a dynamic bargain with yourself to give you a **sense of accomplishment**
- Why **mastering completions** is vital to high productivity and peace of mind
- **And more!**

Learn the most effective space-, time- and stress-management techniques and master easily-adoptable methods for daily effectiveness.

Bonus: Ask and obtain answers to all your personal management questions in our **live and interactive Q&A** session right after the presentation!

Order Below or Call 800-561-5741 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.