

Jeff Davidson, "The Work-life Balance Expert"

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UPCOMING WEBINARS



[Managing the Pace of New Information](#)

Jeff Davidson, "The Work-life Balance Expert"
4/28/10 at 1:00 pm EST

Description

Does too much paper, too much reading, and too much with which to keep pace diminish your enjoyment of work and of life? If so, go from glut to gain. Learn how to win with information and not be deluged by it. Discover how to become your own information highway, use information for maximum gain, and keep the din at a manageable level. This program by Jeff Davidson is for organizations whose managers and staff members face a daily glut of too much competing for their time and attention, and offers essential tools for continual improvement.

What You Will Learn

- * Understanding the Pace of New Information
- * Taking Control Starting Right Where You Are
- * Getting Organized, Now and for Good
- * Mastering the High Art of Filing
- * Combating Packratism

Who Should Participate

These techniques apply to anyone who works in at a desk, or in front of a computer and includes executives, managers, team leaders, and team members.

Topic Areas: Leadership Development, Managing People, Knowledge Management

Phases: Leadership, Leadership & Development