

Additional Information

Product format	On Demand Webinar
Presenters	Jeff Davidson, MBA, CMC
CEU	1 AAPC CEU Approved
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Broadcast 1 To Date	Monday, March 14, 2011

Product Description

Gain the tools you need to make each day more productive and satisfying.

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 disturbance at a manageable level so you can spend more time doing the things you enjoy. Gain the tools you need to make each day more productive and satisfying.

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

Who should attend? This program is for health career professionals in admitting, administration, information systems, direct patient care, finance, accounting, and community relations, including those in supervisory or managerial positions.

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