

# Achieving Simplicity in a Complex World

## Professional Development

Advanced Technology &  
Management Programs



For too many professionals, especially executives and managers, life has simply become too complex. This course will cover how to make the best of too many work hours, too many demands, and, in general, too much to do. It

will expose potentially complicating situations that we get ourselves into and introduce new ways to simplify, simplify, simplify. No one is immune from complexity in our go-go, rush-rush, take-on-more society. This course will give you the tools you need to keep things simpler.

**BENEFITS:** After completing this course you will be able to:

- Understand the how and why of what complicates our lives
- Practice new techniques that diminish complexity and lead to simplicity
- Take a methodical view of things you do each day to complicate your life
- Approach each day with more energy
- Understand the how and why of what complicates our lives
- Practice new techniques that diminish complexity and lead to simplicity

**INTENDED AUDIENCE:** This course is intended for anyone who has responsibility for maintaining a job, paying bills, raising children, or meeting other challenges in general; and particularly, executives and managers at all levels, as well as entrepreneurs, professional service providers, customer service professionals. This course is not intended for individuals facing extraordinary stressful conditions or suffering from acute or traumatic incidents.

**PREREQUISITES:** A good night's rest before attending the course. A place where you can watch and participate freely.

**RECOMMENDED TEXT:** *The Joy of Simple Living*, Rodale; and *Simplicity: How to Focus on the Vital Few Rather Than the Trivial Many*, SkillPath, six-cassette album. To order call Total Information at 800-876-4636.

## What You Need to Know:

**Course Code:** MC99060302

### Live Satellite Broadcast

**Date:** Thursday, June 3, 1999

**Time:** 8-10am Pacific  
9-11am Mountain  
10am-Noon Central  
11am-1pm Eastern

**CEU:** 0.2

**Sponsor:** Northeastern University

### Who to contact for more information:

- Your Site Coordinator
- NTU's Web pages: [www.ntu.edu](http://www.ntu.edu)  
(ATMP non-credit courses link)

## Presenter:



**Jeff Davidson, MBA, CMC**, is an insightful and entertaining presenter offering high content programs. Davidson is the author of 25 books, cumulatively selected by 21 major books clubs, and published in 14 lan-

guages. He is executive director of the Breathing Space Institute ([www.BreathingSpace.com](http://www.BreathingSpace.com)) based in Chapel Hill, North Carolina. His recent book, *The Joy of Simple Living*, Rodale, gets to the root of what stresses people in society today, and how they can regain control of their careers and lives. His earlier book, *Breathing Space: Living & Working at a Comfortable Pace in a Sped-Up Society*, helps professionals to stay productive and competitive, maintain balance, and feel good about how they spend each day.