

October 26, 1998

Jeff Davidson, MBA. CMC Breathing Space Institute 2417 Honeysuckle Road, #2A Cahpel Hill, NC 27514-6819

Dear Jeff:

I want to thank you for your note, it was greatly appreciated. Your methods have already become a great help to me. I had been so engrossed in coordinating Technology College that I couldn't shift gears and get into what I had to do for my next classes. After hearing your talk in the morning and then some of it again at the luncheon, I came back to my desk, which was a mess, and organized everything. I had someone help me put all items dealing with Tech College in order and either filed away or thrown away. Having completed this seemingly overwhelming task, I was able to put Tech College in the back of my mind and get on with my new tasks.

This being Monday morning, I felt much more in control when I arrived at my desk. So again I want to say thanks and I hope to see you again in the future.

Best Regards,

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Diana Flood

Rt. 9W Palisades, NY 10964 800-426-0088 Fax 800-426-1235 abienrol@us.ibm.com

