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**Comptroller of the Currency  
Administrator of National Banks**

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San Francisco Duty Station  
425 Market Street  
Suite 2810  
San Francisco, CA 94105

May 12, 1994

Mr. Jeff Davidson  
2417 Honeysucide Road Suite 2A  
Chapel Hill, NC 27514-6819

Dear Mr. Davidson:

I wanted to provide you with some feedback regarding your presentation yesterday. Your style was extremely effective and your discussion was very informative. I enjoyed it very much. In fact, I already discussed many of your suggestions (helpful hints) with my wife and staff.

I don't have many ideas to improve your presentation. But I will outline some of the areas I feel were particularly useful to me.

- o The interaction and class participation are keys to keeping people interested and alert. You were a master at this.
- o The focus on choosing a few priorities, conditioning your environment, and managing the beforehand was on target. I also try to emphasize these principles but you gave me many new ideas to consider.
- o Seeking completions is critical to a manager. Your suggestion to reassess and gauge yourself late in the day (answering the question about what I need to get done before 5:00 p.m. to feel good) is a great approach to take.
- o Limiting the intake is easier said than done. It takes patience and practice. I really need to work on this.

Sincerely,

David E. Reiser  
Field Manager  
San Francisco Duty Station