



AGRONOMY

March 23, 1999

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

Dear Mr. Davidson:

I attended the session, "Managing Information & Communication Overload" at the Future Perfect IAAP Conference in San Antonio. I thought it was very informative and useful information.

I summarized your information plus shared all your handouts with the other administrative assistance in my division. I do thank you for the paper cutter. I don't plan to share it since I would never see it again.

I plan to use several of your suggestions. You really made me feel good when you told us that there is no way of keeping-up on all the new information. I have always felt behind in this area. I am determined to try to keep my desk cleaner. I can at least see part of it.

I had never thought about your view on completion. It works. I tried it and don't feel near as frustrated. The work load is still there, but I know I've got to realize how much is done not just how much there is to do.

I'm glad you pointed out the importance of filing. So many people think of it as a no brainer. I liked your idea of fewer files and more sheets.

Thank you again.

A handwritten signature in cursive script that reads "Emma Brashear".

Emma Brashear, CPS