

September 2, 1999

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

Dear Mr. Davidson,

I attended the Minnesota Medical Group Management meeting in August. I enjoyed your presentation style and the material that you spoke on. I have also read the book you gave us, "Breathing Space". I read the book though once and am now re-reading my highlights and implementing your suggestions one at a time. So far I have:

- made a list of my major life priorities.
- made a goal list. (I have too many and need to narrow it down and build in accountability steps.)
- hired an administrative assistant. I am designing a job description for the position that includes especially routine tasks that just take time.
- planned a vacation to Boston at the end of September.
- organized several areas of my home, giving away and throwing away items that I don't need.
- routinely ask myself "Do I need to read this or keep this"

Thank you very much for helping me consider measures that will reduce my stress and allow me to spend time on the things that matter to me.

Sincerely,

Susan Santema, MBA
Practice Administrator