

**International Association of Administrative Professionals™**  
***New York State Division, Inc.***  
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**International Association of  
Administrative Professionals™**

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Jeff Davidson, MBA, CMC  
Breathing Space Institute

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Dear Jeff:

I was at the recent IAAP Professional Development Conference and attended your workshop, "Managing Information and Communication Overload."

I want you to know that I enjoyed it thoroughly and brought back many good ideas to share and implement. You're a wonderful presenter and kept everyone's attention (not an easy feat after lunch). I'm also sending, under separate cover, an additional book and audio tape order.

I would be most happy to receive a cassette recording on *Breathing Space*. I also purchased the book and am looking forward to reading it. Hope to attend another of your workshops in the near future.

Sincerely,

Gail T. DiVico  
NYSD President