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

Dear Mr. Davidson:

My morning spent with you (and all the other attendees at the IAAP FuturePerfect Education Conference) was truly an eye opener.

I am in the process of REconditioning my environment to better accommodate my needs (eliminating those piles!), along with furnishing my multiple stations with my "necessities." (What a simple--and powerful--step.)

I've discovered that "managing the beforehand" takes getting over a gut reaction to hang on to some things--just in case. I'm needing the extra step of taking an additional moment to remember WHEN I've used/read/retrieved the information to make me realize I CAN cancel those subscriptions--without missing them!

Thank you for sharing your practical advice--and for your offer of a cassette as a follow up to our seminar!

Sincerely,

Karen S. Kohn  
Secretary II

*Deal! Another  
completion!*