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

February 24, 2009

Dear Jeff:

**Re: Managing Information and Communication Overload:
Proven Strategies for Better Managing Your Time**


I was thrilled to participate in the above conference. Everyone here agreed that it was money well spent.

I learned several ideas on how to better manage my time, and am starting to put them in place today. My favourite take away information was the four levels on how to deal with constant interruptions. I've already used it once this morning.

Achieving closure upon completing an activity is very useful information. I also enjoyed your segment on avoiding multi-tasking. I had a totally different concept of what multi-tasking is and so did others in attendance who I spoke to.

So, Jeff, all in all the conference was well worth the time.

Thank you.



Patty Buckner
Manager of Administration