



## SLIPPERY ROCK UNIVERSITY

April 1, 1999

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

Dear Jeff,

As I took your return envelope at the IAAP Future Perfect Conference in San Antonio in March, I thought, I will never write! However, I must tell you that I am using your techniques at work and at home - they do work if you use them!

The points that I found extremely helpful:

- completion - slows life down
- managing the beforehand - take care of things in advance
- focus on the most important issue at the time
- "stuff" weighs us down

Thank you for the wonderful presentation - it was packed full of great ideas! I am anxious to read your book, *Breathing Space*.

Sincerely,

Christine Byrd  
Accounting Department  
Slippery Rock University