



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
RESEARCH TRIANGLE PARK, NC 27711

May 6, 2004

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

OFFICE OF
AIR QUALITY PLANNING
AND STANDARDS

Dear Jeff:

Thank you for the presentation you gave to EPA on March 25. I appreciated the statistics you provided on information growth in the world. Facing the magnitude of new information that you described makes it much easier to let go of the need to try to keep on top of it all.

The other item I found most useful was your landing strip analogy for a clean desk. I am one that is constantly pushing aside piles of paper to create an empty spot. I have at least now started with a three foot clean section that I am attempting to keep clear. Hopefully it will grow.

The third item I will mention is your encouragement to file email quickly. This is an area I have not mastered yet, but am getting better at. I frequently miss action item due dates because the email was buried about three pages up. I am now finding better ways to use ticklers to keep track of upcoming deadlines.

Thank you for all your suggestions and help.

Sincerely,

A handwritten signature in black ink, appearing to read "Randy Waite".

Randy Waite
Acting Group Leader
Organic Chemicals Group
US EPA
C504-04
RTP, NC 27711