

NEW Time Management in an Age of Turbulence

**Introductory | 1.0 Management CM Point/0.8 CEU/COC Point | Sunday
8:00 a.m. – 5:00 p.m. | Fee: \$375/\$455 | Limit: 65**

Outcomes: On completion, the participant will be able to:

- Handle information overload while remaining alert and responsive.
- Develop methods to work with stringent demands, tight deadlines, and a lack of sufficient budget and staff resources.
- Manage multiple priorities more effectively.
- Generate energy from accomplishments, large and small.
- Identify methods for minimizing disruptions and interruptions.
- Discuss how to achieve more all day, every day.

Outline:

- Introduction
- Change is Inevitable except from a vending machine
 - Root causes of the time pressure
 - What fills your days and why?
 - Staying alert and responsive
 - Greater control of each day
- If it's to be, it's up to me
 - Embracing goals as your own
 - Doing more with less
 - Getting it all done effectively
 - Empowering those around you
 - Keeping your plate relatively clean
 - There's power in completions big and small
 - More energy from each accomplishment
 - Conditioning your environment
 - How to maintain a keener focus
- But I'm already dancing as fast as I can
 - Gaining a frequent sense of breathing space
 - Relaxing at high speed
 - Choices that lead to mastery
- Conclusion

Description: "Are you running your life ... or is your life running you"? Jeff Davidson will discuss how to "manage in an age of turbulence" by addressing such issues as handling rapid change, managing information and communication overload, managing multiple priorities, and, against all odds, relaxing at high speed.

Instructor: Jeff Davidson is a leading authority on managing information overload, work/life balance, and systems for accomplishment. As a dynamic conference speaker and presenter, he combines outstanding content with humor, flair, and inspiration. He is frequently quoted in *USA TODAY*, *The Washington Post*, and the *Los Angeles Times* and has been featured on several hundred talk shows. Davidson is widely published having written numerous articles and books. Through his numerous works, Davidson has reached a worldwide audience that find him to be enlightening, entertaining, and life-changing.



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Last updated on April 30, 2007

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