

## Mastering Information and Workplace Overload

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10/06/2008 - 10/07/2008

McKimmon Conference & Training Center, Raleigh, NC

When did work become so demanding and so complicated? Many career professionals today are asked and expected to do more while not afforded any greater resources. In this two-day workshop you will learn breakthrough tools and techniques to uncomplicate your work environment to help you more easily get things done and achieve notable results. You will learn how to deal with a demanding job, embrace new perspectives for approaching the work day, and accomplish more with greater ease.

### Brochure

For full color brochure, [please click here.](#)

(This is a PDF file which requires [Adobe Acrobat.](#))

### Agenda

#### ATTEND AND YOU WILL LEARN:

- Counteract the root causes of the time pressure you face
- Manage pace with grace
- Deal with rapid change
- Maintain a keener focus on the task at hand
- Avoid racing the clock
- Gain more control over each day
- Master information and communication overload
- Stay alert and responsive until closing time
- Condition your work environment and stay in control
- Employ the principles and strategies of The 60-Second Organizer and The 60-Second Procrastinator
- Turn procrastination to your advantage
- Manage multiple priorities
- Implement multiple stations for high productivity and notable results
- Make speedier decisions when there is confusion
- Gain energy from accomplishments large and small
- Develop choices that lead to mastery
- Attain breathing space in your sped-up work place

### Instructor(s)

**Jeff Davidson**, President, Breathing Space Institute

Jeff Davidson is the work/life balance expert for our time-pressed generation. He helps career professionals overcome the relentless burden of information and communication overload. Mr. Davidson is the leading resource on helping people work more effectively and live at a comfortable pace in the midst of unrelenting change. As a speaker, author, and columnist, he has attracted clients such as America Online, Land America, NationsBank, Swissotel, IBM, Worthington Steel, Executone, Wells Fargo, U.S. Postal Service, American Express, Lufthansa, Westinghouse, National Association of Realtors, American Congress of Healthcare Executives, and more than 500 other leading organizations and associations. The body of work that he has assembled for his consulting clients has earned him the Certified Management Consultant (CMC) designation from the Institute of Management Consultants.

### Prerequisites

None

### Fees

\$945.00 - single registrations

\$845.00 - registration for three (3) or more registrations.

\$795.00 - registration for seven (7) or more registrations