

Mastering Information and Workplace Overload

Be more focused, productive, and competitive, while remaining balanced and in control

October 6-7, 2008 • McKimmon Conference & Training Center, NC State University, Raleigh, NC

Why you should attend

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, 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.

Attend and you will learn how to

- Counteract the root causes of the time pressure you face
- Manage the 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 Self-Starter**
- Turn procrastination to your advantage
- Manage multiple priorities
- Implement multiple stations for high productivity and excellent results
- Make speedier decisions amidst confusion
- Gain energy from accomplishments large and small
- Develop choices that lead to mastery
- Attain breathing space in your sped-up work place

Attend and you'll receive

- 1.4 CEUs
- Two networking luncheons
- A certificate of participation

What others have said about this instructor

"I can't think of anything I'd change about the workshop-it was excellent. It was better than almost all of the project management classes I've taken, and EVERY time management class/workshop I've attended in my entire career. It is by far the most practically useful course I've had the pleasure of taking."

- Amy Black, Education & Training Specialist, Carolina Biotechnology Center, Research Triangle Park, NC

"Thank you for your energetic, enthusiastic and articulate presentation of guidelines that I'm counting on to change my life. Several, if not all, of the items you presented pertain directly to the challenges I face each day at work.

With the tools I acquired at your seminar, I feel much better equipped and "armed" to not only protect what comes into

my kingdom, but also to adopt new ways to "rescue" myself from paper and electronic clutter... I feel empowered just knowing that I have your guidelines to help me on my journey to cleaner spaces, a clearer mind and hopefully, a simpler life...

- Amy King, Business Manager, UNC Carolina Center for Public Service, Chapel Hill, NC

"I have already started using some of the techniques to get out of the "information shower" that you discussed in your presentation that deal with my email, both work and personal accounts. The clutter has dropped remarkably in such a short time...I enjoyed your class both in terms of information as well as the way it was presented. You handled yourself in a professional manner, yet allowed your personal side to guide the discussion in an approachable manner."

- Andy Wachter, Project Manager, Dancik International, Cary, NC

Meet your instructor

Jeff Davidson, MBA, CMC

President, Breathing Space Institute



Jeff Davidson is the work/life balance expert for our time-pressed workforce.

He helps career professionals overcome the relentless burden of information and communication overload. Mr. Davidson is a 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, Executive, U.S. Postal Service, Wells Fargo, 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's assembled for his consulting clients has earned him the Certified Management Consultant (CMC) designation from the Institute of Management Consultants. His career as an author includes more than 3,450 articles and 36 books, plus 18 revised editions.

Several of Mr. Davidson's books have been on the curriculum at George Washington University, Duke University, and the University of Connecticut. He wrote the ground-breaking book, *Breathing Space*, and the definitive work on simpler living, *The Joy of Simple Living*, as well as *The Complete Idiot's Guide To Getting Things Done*.

Course Fee

\$945 for single registrations

\$845 per registration for three (3) or more registrations*

\$795 per registration for seven (7) or more registrations*

* Can be any combination of registrants/classes (i.e., one person registering for all three classes, three people registering for different classes, etc.)