

Mastering Information and Workplace Overload

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

April 1-2, 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 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.

Attend and you will learn how to

- 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

Attend and you'll receive

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

What others have said about this instructor

"Taking your course has changed my life for the better in several ways. Your presentation was entertaining and lively. Your message had meaning and put into words what I was experiencing in my day. The interactive participation with the group, great stories, and examples also helped to inspire me. As a result, I now "manage the beforehand" and choose to cast away what impairs my progress toward my goals. Thank you so much!"

- Diane Gote, President, Design Words Inc., Summit, NJ

"Your presentation was great! Everyone was discussing how good it was and what each of us could do to start implementing some of your ideas. Maybe today's information overload is

blocking out the really important issues. Thank you for a very inspiring presentation."

- David Fields, Director of Information Services,
Sally Foster, Duncan, SC

"I really enjoyed the seminar. I especially loved when you talked about the mega-realities. It really got me thinking about how I was truly using my time on a daily basis. The information you spoke of will help me extremely in re-evaluating how I manage information, dealing with communication overload, technology and change-related anxiety, and doing more with less. The seminar was very helpful and I would recommend anyone to come listen to you."

- Sonya Taylor, Sales Operations,
TAP Pharmaceuticals, Lake Forest, IL

Meet your instructor

Jeff Davidson, MBA, CMC

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.

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*, 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

\$745 for single registrations

\$695 for each additional participant from the same company attending the same course