

**NEW!**

## Mastering Information and Workplace Overload

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

McKimmon Conference & Training Center, NC State University, Raleigh, NC • April 1-2, 2008

### Attend and You'll 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

### Who Should Attend

- Experienced managers
- New supervisors
- Technical professionals moving into greater responsibilities
- High-potential employees
- Anyone who is in a position to influence either the day-to-day or strategic management of their organization

### Attend and You'll Receive

- 1.4 Continuing Education Units (CEUs)
- A reference notebook to keep and use on the job
- Two networking luncheons
- A certificate of participation

### Course Fee

- **\$745** for single registrations
- **\$695** for each additional person from the same organization

### 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 groundbreaking 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*.

**Register Today! ContinuingEducation.ncsu.edu • 919.515.2261**



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### 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.



### 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

### How to Enroll

- On-line at [ContinuingEducation.ncsu.edu](http://ContinuingEducation.ncsu.edu)
- Call **919.515.2261**
- For more information e-mail: [ContinuingEducation@ncsu.edu](mailto:ContinuingEducation@ncsu.edu)



### Arrange to have this seminar presented at the location of your choice!

Benefits include custom-tailored instruction, convenience and substantial savings over public prices if you train 10 or more of your people. **Contact the Office of Professional Development at 919.515.2261** or e-mail [ContinuingEducation@ncsu.edu](mailto:ContinuingEducation@ncsu.edu) for more information.

If you receive more than one postcard, please pass the extra along to an associate. If the addressee is no longer employed, please forward to his/her replacement. Call 919.515.2261 to update your record. **Attention Mail Room Personnel** - Please re-route if necessary!

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