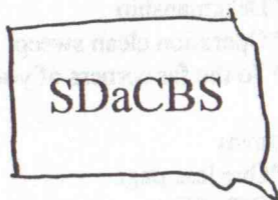


STRESS MANAGEMENT

presented by

Jeff Davidson

November 18-19, 1999
Ramkota Inn, Pierre, SD



This inservice is sponsored by the South Dakota Association of Community Based Services and funded in part by a grant from the Governor's Planning Council on Developmental Disabilities.

Coordinating Committee:

Shelley Graham, DakotAbilities, Sioux Falls

Ronda Schelske, Chamberlain ATC, Chamberlain

Jeff Davidson

Jeff Davidson is the Executive Director of the *Breathing Space Institute*, in Chapel Hill North Carolina. He is author of the book, *Breathing Space*, which reveals how to avoid racing the clock and gain more control over each day. His latest book, *The Joy of Simple Living*, with a forward by Mark Victor Hansen co-author of *Chicken Soup for the Soul*, is the definitive work on simpler living offering nearly 2000 tips, arranged by every aspect of one's personal and professional life!

Hailed as a "dynamo" by *The Washington Post*, Jeff is a leading authority on innovative career and lifestyle strategies...a world class expert, helping people more effectively live and work at a comfortable pace while confronting constant change.

Jeff is featured in 68 of the 75 top circulation American newspapers.

"My passion is helping people to manage information and communication overload, technology and change-related anxiety, having to do more with less."

Jeff Davidson

Thursday, November 18th, 1999:

**8:30 a.m. Registration and Continental
Breakfast**

9:00 a.m. - 4:30 p.m.

A World Based on Speed

- *Five mega-realities
- *Running in place
- *Stop the world

Slow Down to Speed up

- *Sleep, perchance to dream
- *Clear your mind
- *Pick a few priorities

Conditioning Your Environment

- *Deskmanship
- *Operation clean sweep
- *To the far corners of your office

Paring Down

- *One less page
- *Off of lists
- *Never volunteer to be slimed

Leaving on Time and Other Wonders

- *This Tuesday at 5:00 p.m.
- *Training your office mates
- *Just say "no"

Your Home is Your Castle

- *Managing the beforehand
- *Get help
- *Multiple stations

Avoiding the Post-Vacation Slam

- *Line up your ducks
- *Travel light
- *Decompression

