

8140 Rondelay Lane  
Fairfax Station, VA 22039  
July 8, 2004

Jeff Davidson  
Breathing Space Institute  
2417 Honeysuckle Road, #2A  
Chapel Hill, NC 27514-6819

Dear Mr. Davidson:

I attended the DOE Human Resources/Diversity Conference last week and heard most of your presentation. I missed the first part (trying to complete an earlier task!) but identified immediately with what you were saying and was glued to the rest of your presentation. It definitely struck a chord. I can easily relate to your discussion about showing up at the next task and not being able to tune in immediately because I didn't have closure with previous or parallel work. It seems I'm often in one meeting thinking about another task rather than focusing on the immediate task at hand and making the most efficient use of my time. I'm highly interested in becoming more efficient and being easier on myself in the meantime. I do find job satisfaction when I'm able to say I've completed a task and move on to the next. The problem is, I'm usually involved in several tasks at a time, and I can easily find myself going from one to another and feeling like I'm not progressing on any.

I'd love to hear more about your techniques and methods to go about day to day tasks. I'm a DOE employee, but don't have a letterhead available for this letter since I'm on an assignment away from my office, and I'm writing this letter more in a personal rather than corporate capacity.

Thank you for your advice and response.

Sincerely,



Wade P. Carroll