



April 26, 2006

Mr. Jeff Davidson, MBA, CMC
Breathing Space Institute
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Chapel Hill, NC 27514-6819

Dear Jeff,

I enjoyed your presentation to the Davidson Corporation. I thought that it was entertaining and informative not the usual bla bla bla of time management courses that I have attended in the past. I thought that the segment on creating files and folders in Outlook was particularly useful. I thought it was also good advice about doing as much work as possible before an event takes place and not waiting until the work piles up.

Tom Chigoy