

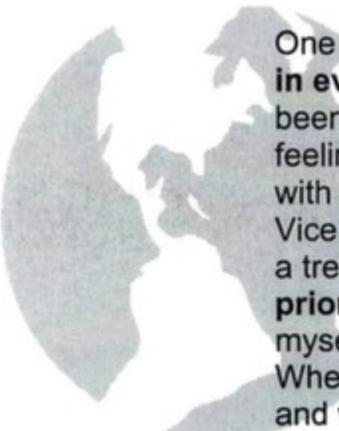
From the desk of JUANITA RODRIGUEZ

March 30, 1999

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

Dear Jeff

Thank you for an incredible presentation you gave at the International Association for Administrative Professionals (IAAP) that was held in San Antonio, Texas at the Hyatt Regency downtown from March 15-17.

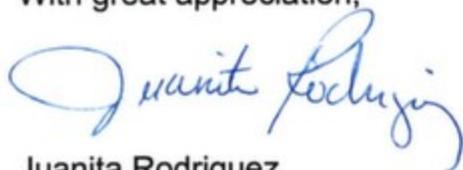


One of the tools that you gave to me during your presentation is to find **completion in every task and event that occurs in our everyday lives**. Although, it has only been 2 ½ weeks since the IAAP conference, I have found myself using this tool and feeling much better at the end of each day. The most recent example I can share with you was last week when I was filling in for the senior secretary for the Senior Vice President that leads our department of about 1,500 people. I had engaged in a tremendous amount of assigned duties and responsibilities that all required **top priority**. While thinking about many of the things you shared and visually seeing myself complete tasks **one at a time**, I accomplished much more than I imagined. When the senior secretary returned she was amazed at how organized, efficient, and well done each task was performed. Both her and her boss were very pleased with my work. I was encouraged to hear of a great job well done as well as to see that the tools you provided for me just one week after attending your seminar helped tremendously.

Thank you for your two Idiot's books that I have also been using as great resources. The two I purchased were "Reaching Your Goals," and "Assertiveness." They have many good tools and helpful hints and when used appropriately the receiver seldom recognizes the strong approach method.

Great speaker, great encourager! Keep doing what you do best!

With great appreciation,



Juanita Rodriguez
IAAP Member and Executive Secretary