

# Mastering Information and Workplace Overload

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

**March 24-25, 2010** • McKimmon Conference & Training Center, NC State University, Raleigh, NC

## 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, 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.

## Attend and you will learn how to

- Counteract the root causes of the time pressure you face
- Manage the 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 Self-Starter*
- Turn procrastination to your advantage
- Manage multiple priorities
- Implement multiple stations for high productivity and excellent results
- Make speedier decisions amidst confusion
- Gain energy from accomplishments large and small
- Develop choices that lead to mastery
- Attain breathing space in your sped-up work place



## Attend and you'll receive

- 1.4 CEUs
- Two networking luncheons
- 0A certificate of participation

## Meet your instructor



**Jeff Davidson, MBA, CMC**  
President, Breathing Space Institute

Jeff Davidson is the work-life balance expert for our time-pressed workforce. In 1995, Jeff founded the Breathing Space Institute based in North Carolina and on the web at [www.breathingspace.com](http://www.breathingspace.com).

As demonstrated at more than 750 live presentations, he is a captivating speaker and presenter, able to hold an audience's attention by combining outstanding content with humor, flair, and inspiration. Mr. Davidson is the author of 56 mainstream books including, *Breathing Space: Living and Working at a Comfortable Pace in this Sped-up Society*, *The Complete Idiot's Guide to Reaching Your Goals* and *The 60-Second Self-Starter*. He's been quoted in publications such as the *New York Times*, *Washington Post*, *Los Angeles Times*, *USA Today*, *Christian Science Monitor*, *USAir Magazine*, *American Way* and *Delta Sky*, and has been featured on 175 TV and radio talk shows. His latest CD audio book, *The Power of Simplicity*, offers instructions on simplifying every part of one's professional and personal life.

## What others have said about this workshop

"Thank you for the time, preparation, and energy you put into the Mastering Information and Workplace Overload course that you taught this week at NC State University. I got a lot out of the class for my work and home life. This morning, I woke up without an alarm clock for the first time during the work week that I can remember! I know that it will take a while to implement the type of organization that you taught, but I have already gotten started at my office and house."

- Nathan Edmondson, PE, Hydraulics Section Leader,  
Belcan Engineering Group, Inc., Cary, NC

## Course fee

**\$1,395** for single registrations

**\$1,145** per registration for three (3) or more registrations\*

\* Can be any combination of registrants/classes (i.e., one person registering for all three classes, three people registering for different classes, etc.)