



Meet the Speaker

JEFF DAVIDSON

Communication and balanced living expert

Jeff Davidson can move an audience like few others. Jeff offers dynamic learning keynotes and seminar presentations. He combines outstanding content with humor, flair, and inspiration to help listeners manage information and communication overload. Jeff supercharges his audiences to take action. Frequently quoted or featured in USA Today, The Washington Post, and the Los Angeles Times, and on 100's of talk shows, more than 1,455,000 people have found Jeff's award-winning books (cumulatively selected by book clubs 28 times) audio-books, videos, keynote presentations, and executive seminars to be enlightening, entertaining, and transformational.

His ground-breaking book, *Breathing Space*, reveals how to avoid racing the clock and gain more control over each day. His book, *The Joy of Simple Living*, with a foreword by Mark Victor Hansen of *Chicken Soup for the Soul*, is the definitive work on simpler living offering nearly 2000 tips arranged by every aspect of life!

His latest book, *The 60-Second Organizer* (Adams Media) is short, fun-filled, and power-packed, with 60 tips to get you back in control no matter how long it's been! His forthcoming book, *The Complete Idiot's Guide to Getting Things Done* (Alpha/Penguin, 2006) over the course of twenty-seven bite-sized chapters, lays

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Topics

- ▶ Managing Information and Communication Overload
- ▶ Managing the Pace With Grace
- ▶ Are You Overworked or Just Overwhelmed?
- ▶ Managing Multiple Priorities
- ▶ Creating More Space and Time in Your Life

out exactly what it takes to be both more efficient and effective, to start regularly accomplishing tasks which you set out to do on a daily and weekly basis, and to feel good about the process.

Jeff's four CD audio program, Simplifying Your Work and Your Life, (SkillPath) co-recorded with Dr. Tony Alessandra, gives career professionals the tools and practical information they need in the face of an over-complicated society. Jeff's two CD program, Get a Life (Oasis Audio), offers ultra-busy professionals groundbreaking insights on how to reclaim their lives.

In 1995, Jeff launched the Breathing Space Institute, based in Chapel Hill, North Carolina. The Breathing Space Institute is dedicated to helping organizations and individuals, through a variety of learning tools, keynote speeches, and seminar presentations.

1. Managing Information and Communication Overload
2. Managing the Pace With Grace
3. Are You Overworked or Just Overwhelmed?
4. Managing Multiple Priorities
5. Creating More Space and Time in Your Life
6. Choosing When It's Confusing: Making Decisions More Effectively

