



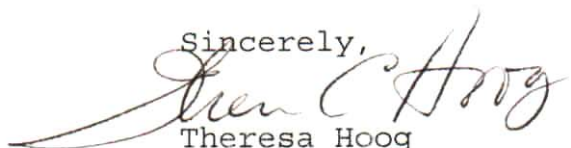
December 20, 1995

Jeff,

Have carried your **Breathing Space** thoughts with me since the seminar. While I am not yet as organized as I'd like to be, I am doing a much better job of "closing things up" at the end of the day. The end result has been less confusion at the start-up of the next workday. I'm also holding onto fewer pieces of paper than in the past. Hey, it's a start!

Would very much like to receive your tape. Your presentation was excellent.

Sincerely,

  
Theresa Hoog  
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