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Chat directly with an
ALI CLE Representative

Mon.-Thurs. 9 AM - 5 PM EST
Friday 9 AM - 4 PM EST

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Managing Information and Communication Overload

Wednesday | April 2, 2014 | 1:00 p.m. - 2:00 p.m. Eastern

Why You Should Attend

Data, data everywhere, but not a thought to think!

Does the daily onslaught of information -- emails, phone calls, and reading --overwhelm your legal practice? Does this glut of constant communication increase your stress and diminish your enjoyment of life?

Attend this unique **CLE video webcast on how to manage information and communication overload** to learn how to turn glut to gain. This program offers essential tools to help you become your own "information highway," use information for maximum gain, and keep information at a manageable level, so you can get more work done and spend more time doing the things you enjoy.

The second in a series of *Practicing Law in the Fast Lane* webcasts, this practical program features nationally-known speaker, Jeff Davidson, the *Work-Balance Expert*®, who has taught legal and other professionals across the country how to better manage their work day.
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- ☐ avoiding the "rain barrel" approach
- ☐ setting defined intervals
- ☐ using germination to advance tough projects
- ☐ operation clean-sweep
- ☐ combating pack-ratism

This premiere broadcast was pre-recorded on December 18, 2013. The instructor will answer questions submitted during the presentation via email within two business days after the broadcast. In addition, registrants will receive a set of downloadable course materials and free access to the archived online program.

Who Should Attend

This continuing legal education program from ALI CLE will benefit lawyers and other professionals who want to learn how to overcome information and communication overload.

Faculty



Jeff Davidson, the *Work Life Balance Expert*® combines humor, flair, and inspiration to help participants manage information and communication overload. Jeff teaches professionals how to master their to-do lists, manage interruptions, and take action. He is frequently quoted or featured in newspapers such as the New York Times and The Washington Post and on many talk shows. Jeff has written many award-winning books, designed mobile apps, and appeared in videos and at executive training seminars. His ground-breaking book, *Breathing Space*, reveals how to avoid racing the clock and gain more control over each day and his Amazon Kindle #1 best-selling book, *Simpler Living*, is the definitive work on simpler living. Jeff is former national chair

of the Public Relations Committee of the Institute of Management Consultants and for five years running has won the U.S. Small Business Administration's state "Media Advocate of the Year." In 1995, Jeff launched the Breathing Space Institute. The Breathing Space Institute, located in Raleigh, is dedicated to helping both organizations and individuals, through a variety of learning tools, keynote speeches, and seminar presentations.