

# Simplicity

*How to Focus on the Vital Few Rather than the Trivial Many*

## Is Your Life One Long Mad Rush?

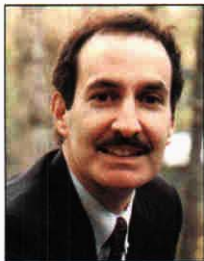
It's time to simplify! And now you can—by following proven, practical strategies—declutter your life, your job, and your brain. Forget about taking work home every night . . . stop carrying around a mental to-do list as long as your arm . . . and start getting more out of every day.

By practicing a few powerful techniques, you can take charge of your life again without sacrificing what's really important. You can learn how to set your own ground rules, stomp out false social expectations, and reclaim your sanity.

## Wouldn't It Be Great To Know . . . ?

- How to de-program your manic tendencies
- Tips on squaring away your domestic life
- The victorious circle of getting organized
- How to say "no" and make it stick
- Tricks for banishing unnecessary complexity
- How to cut by half your daily task list
- How to travel like an efficiency expert
- The 10 commandments of good deskmanship
- Creative paper control
- What to do about information overload
- How to break self-defeating habits and destructive thoughts
- Why quiet time is so important—and where to find it
- The right way to handle errands
- How to have a leisure seizure
- How to revitalize relationships
- And much, much more!

You can become the chief operating influence in your life. Thousands of stressed-out men and women learn how to put the brakes on without worrying about what others think or what's acceptable. Listen and learn their secrets—explained in easy-to-follow, incremental step. You, too, can be well, happy, and balanced.



**Jeff Davidson, MBA**, is a distinguished and prominent author who's been described as a "dynamo of business book writing." His works have been selected by 20 major book clubs and published in 14 different languages, including Chinese, Japanese, and Malay. He's also one of a handful of authors who, along with such notables as Dr. Peter Drucker, Dr. Tom Peters, and Dr. Karl Albrecht, has had two or more books cited among "The Best Thirty Books of the Year" as selected by *Soundview Executive Book Summaries*.

A dedicated advocate of living life comfortably at a human pace, he's delivered potent presentations on such topics as *Managing the Pace with Grace*, *Overworked and Overwhelmed?*, *Managing Multiple Priorities*, *Handling Human Overload*, *Creating Space and Time in Your Life*, and *Choosing When It's Confusing*.



It's no surprise that **Tony Alessandra, Ph.D.**, is a best-selling author, speaker, and businessman. While working his way through college, Tony earned his B.B.A., M.B.A., and Ph.D. in marketing. In 1976, Dr. Alessandra began spreading his message as a full-time professional speaker. Since then, he's won numerous awards, including the highly coveted Council of Peers Award for Excellence (CPAE) from the National Speaker's

Association. His natural wit, knowledge, experience, and education give him a unique style that keeps his audiences laughing and consistently awarding him rave reviews.

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