



John,

I wanted to personally thank you for coming in on June 2nd to present the Time Management Skills course. I found the material, as well as your personable skills presenting, extremely valuable. Your understanding of the time management challenges that we are faced with in this 'multi-tasking' environment is refreshing.

I found that spending time on the homework sheet ahead of time was valuable. Just stopping, thinking and writing down what I spend my time on and the percentages allocated to different tasks during the day helped bring to light areas for improvement. There were days I hadn't realized if I had made any progress towards my goals due to my handling of interruptions and emails. Using the tools you provided, I am more productive and organized during my work day.

I look forward to attending other training classes you offer and I would highly recommend you and your coursework to other professionals, even to people who think they have a handle on their time.

Thanks again John.

Best Regards,

David W. James



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