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Specializing in drug-free workplace management

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February 24, 2006

Mr. Terry Hill  
Leading Edge Development  
Three Financial Centre  
Ste 300  
Little Rock, AR 72211

Dear Mr. Hill:

I wanted to take this opportunity to let you know how the Effective Personal Productivity Program has helped me. Because of this course, I am using the My Tyme daily. This helps me with my day to day work activities. I am setting daily goals, and I have learned to delegate so that I can spend more time working on high pay off activities.

One of my biggest problems before starting this course was saying "no" to unreasonable request. This is something that I am still working on. Although, I do believe that I have gotten much better.

I have also learned to listen to my team members. As a result of this, I communicate better with my team members. I feel the program has greatly improved my skills as a manager and a team leader. I feel that this will be a great benefit to my company and hopefully, one day more of my team members will get to experience the EPP course as well.

Sincerely,

A handwritten signature in cursive script that reads "Tameka L. Duckworth MA".

Tameka L. Duckworth, MA  
Operations Manager/MRO Assistant