



## SPEAKING TOPICS & PROGRAMS 2016

Presenter: Andrew Mellen, “The Most Organized Man in America”

*All programs can be customized based on size (from 5 to 500), as well as on a group’s special needs, specific skills and objectives. All programs are available as breakout sessions and every keynote address is bespoke—for more information on keynotes, please contact us.*

### UNSTUFF YOUR LIFE! *GET AND STAY ORGANIZED FOR GOOD*

**Duration:** 90 minutes, 3 hours, Full-day

**Description:** Andrew’s signature presentation, applicable and adaptable for all audiences. Fun and informative, fast-paced and humorous, this presentation focuses on the fundamentals of getting and staying organized including Andrew’s Organizational Triangle®. Every presentation includes a lively Q&A with the audience.

**Takeaways include:**

- How to tell the difference between trash, treasure, urgent & important
- Best practices for managing everything from papers & filing to emails and digital files.
- Winning strategies for dealing with sentimental objects, mementos, heirlooms and collectibles.

### YOU’RE ALREADY LATE! *SECRETS OF TIME MANAGEMENT*

**Duration:** 90 minutes, 3 hours, Full-day

**Description:** Forget multi-tasking and other gimmicks—there are no short cuts to good time management. Fortunately, there are secret and not-so-secret ways to get and stay organized that save you time and get you back in the driver’s seat for good. Put an end to flying by the seat of your pants—and learn practical, sustainable tools and techniques to regain valuable hours each week. Stop being busy and start being effective.

**Takeaways include:**

- How to finally break free from procrastination and manage workflow interruptions effectively.
- Why multi-tasking always fails and what to do instead.
- How to run effective meetings and when to avoid them.

### PROJECT MANAGEMENT: *HOW TO DEFINE, DEVELOP & MANAGE PROJECTS*

**Duration:** 90 minutes, 3 hours, Full-day

**Description:** The difference between work in general and an actual project is a clearly defined end point—a project cannot go on indefinitely. Proper evaluation, planning, and execution depend on thoroughness. Scope creep, distant partners and changing priorities can undermine even the best planning. From marketing campaigns and capital improvements to relocations, projects are useful and necessary—and easy to manage when you know how.

**Takeaways include:**

- Understanding the five stages of a project’s life cycle and how to manage each successfully.
- How to prepare and share progress reports and eliminate scope creep before it derails your project.
- How to simply and accurately create and use a Statement of Work, GANTT charts and other planning tools.

## LIGHTEN YOUR LOAD! *SUCCESSFUL STRATEGIES FOR DOWNSIZING*

**Duration:** 90 minutes, 3 hours, Full-day

**Description:** Are you overwhelmed by a lifetime of possessions? Can you easily find your health care proxy, living will and other important documents? Faced with an empty nest or breaking up the family home? Have you recently lost a partner or family member and are now forced to deal with *their* stuff, too? Downsizing can be fraught with potential pitfalls and emotional minefields. You'll learn the best ways to avoid arguments, hurt feelings and costly lawsuits by getting your affairs in order now — "someday" will be too late.

**Takeaways include:**

- How to deal with a lifetime's worth of sentimental objects, mementos, heirlooms and crafts.
- The three most important dos and don'ts of filing and paperwork.
- How to create a lasting legacy that reflects your values and wishes without being burdened, bullied or confused.

## UNSTUFF YOUR ORGANIZATION!

**Duration:** 90 minutes, 3 hours, Full-day

**Description:** Corporations, NGOs and non-profits struggle with stuff in unique ways. Possible challenges include inflexible and obsolete systems, silo-ed management, task redundancy and wasted labor/materials. In as few as 90-minutes, you can see improvements in productivity.

Longer sessions allow teams to turn around everything from faulty filing systems to years of static growth and weak morale. Throughout this highly interactive training, all participants work with Andrew to identify what's working or not, then strategize collective solutions to achieve common goals.

**Takeaways include:**

- Best ways to exploit current technology and communication to develop team/department-wide skills.
- How to manage current workflow more efficiently to avoid overcommitting and under-delivering.
- 14 strategies for managing email more effectively.

## KEEPING IT GREEN: *SUSTAINABLE ORGANIZING*

**Duration:** 90 minutes, 3 hours

**Description:** A long-time advocate for sustainability, Andrew's adapted his signature presentation to focus on the 5Rs—reduce, reuse, recycle, restore/replace, renew—and a few bonus Rs: reinvent & respect. A powerful presentation on simplifying your life and work in alignment with your values of protecting and properly stewarding the environment. Even better when partnered with local sources for resource management and stewardship. Being green is no longer an excuse for disorganization and clutter.

**Takeaways include:**

- Best ways to responsibly let go of books, papers and obsolete electronics, among other items.
- How to avoid distractions and stay engaged when getting organized requires research and extra steps.
- How to leverage the sharing economy to live well with less stuff, clutter and guilt.

## THE SANDWICH GENERATION: *ORGANIZING FOR BOOMERS*

**Duration:** 90 minutes, 3 hours

**Description:** This in-between generation is aptly named as it straddles two worlds: growing or grown children of their own along with aging parents with increasing need of assistance. This presentation offers In-depth guidance, tools & resources for navigating the touchy subjects of wills, important papers, real estate and sentimental objects as well as transitioned

**Takeaways include:**

- How to keep your own household running while dealing with aging parents and their shifting needs.
- Best practices for filing, paperwork and storing valuable documents.
- How to engage your children and your parents in strategic planning around end-of-life decisions and events.

## ORGANIZING FOR ORGANIZERS

**Duration:** 90 minutes, 3 hours, Full-day

**Description:** Andrew's 20 years in non-profit administration informs this workshop on how to streamline operations and maximize efforts with minimal staff and limited resources. Few non-profits have the staff, money or space to compete with their private-sector colleagues. What they do have in abundance is passion and commitment. Learn how to leverage those resources without burning out staff, board and volunteers. Finally put to rest the fiction that passion for a cause can somehow replace efficient and transparent systems, or compensate for underachievement and weak or inconsistent productivity.

**Takeaways include:**

- Eliminating redundancy and waste while uncovering hidden resources organization-wide.
- Best practices for improving time management including effective meetings and streamlining scheduling.
- How to create and sustain a simple, agile filing system where you can find anything in 30 seconds or less.

## UNSTUFF YOUR SMALL BUSINESS!

**Duration:** 90 minutes, 3 hours, Full-day

**Description:** This workshop for SMEs/SBOs, solopreneurs and entrepreneurs is tremendously popular at trade shows and professional association conferences. Focusing on streamlining and automating operations maximizes the efforts of current staff and resources. Small businesses benefit from the flexibility that larger organizations typically lose as they grow. Learn to use that distinction to your advantage.

From digital conversion to email efficiency as well as cutting-edge social media marketing techniques, you'll learn how and where to track trends so you can early adopt the solutions you need to stay competitive. Create and sustain systems to increase productivity, empower your staff (or yourself) and develop skills in core competencies. Push yourself to learn new things while swapping desperation for enthusiasm. Enjoy steady growth and maintenance without waste or redundancy.

**Takeaways include:**

- How to leverage your calendar to get more done each day without working longer hours.
- How to easily migrate towards a paperless office and still be able to find everything in 30 seconds or less.
- How, what and when to delegate to staff, contractors and virtual assistants—to your advantage.

## THE HEART OF THE MATTER: *MORE LOVE, LESS STUFF!*

*A retreat designed for the organizational needs of spiritual communities and their members.*

**Duration:** 1 to 5 days

**Description:** Do you feel like you have too much to do and not enough time to do it? Is your personal or work space crowded out by stuff and unfinished projects? Have you forgotten or let go of what you're most passionate about? Are you stuck in a pattern of habitual mental and emotional grasping? Regain balance and clarity by transforming your relationship with material, mental, and emotional clutter. Using core value exercises, meditation and group discussion to uncover where vagueness, "delusion" and half-truths have misled you, you'll learn how to break free from the power that "story" (whether about yourself or your material things) holds over your life.

Simple, practical skills and mindfulness techniques aid you in eliminating clutter and distraction while reconnecting with your heart—the source of joy. Discover again what matters, and how to make real and lasting change for a freer, more spacious, and happier life.

**Takeaways include:**

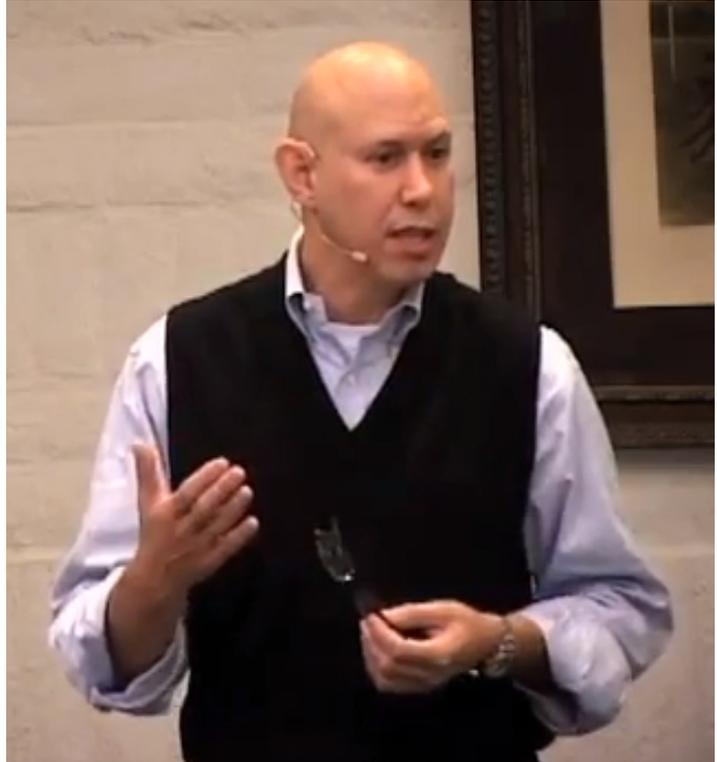
- How to bring awareness to each interaction, using core values rather than story to inform your stuff decisions.
- How to harness time and keep a realistic calendar of appointments for all your activities.
- How to navigate the narrative minefield of story when dealing with sentimental objects, mementos and heirlooms.



**Andrew Mellen** is an organizational expert, speaker, and the #1 best-selling author of *Unstuff Your Life!*

His humor, honesty, tough love and foolproof strategies have won fans and followers from Fortune 50 CEOs, award-winning artists and older adults to local and national government agencies.

A member of NAPO's Golden Circle and a professional member of National Speakers Association, he's brought greater organization and productivity to Goldman Sachs, Metropolitan Museum of Art, American Express, Genentech, Howard Hughes Medical Institute, NetApp, Singapore Tourism Board, Sharp Electronics, Time, Inc. and the US Depts. of Education, Navy and Homeland Security, among others.



Andrew speaks internationally on organization and productivity, addressing audiences from Dwell on Design and TEDx to The Great British Business Show and BlogHer.

He's often referred to in the media as "The Most Organized Man in America" with frequent appearances including *The Wall Street Journal*, *The New York Times*, *Los Angeles Times*, *Real Simple*, *Oprah Magazine*, *The Nate Berkus Show*, *Martha Stewart Living Today*, *HGTV*, *This Old House*, *America Now*, *Better Homes & Gardens*, *Ladies' Home Journal* and *NPR*.

Andrew writes a regular column for *Real Simple*, and is a contributor to *AOL Jobs* and *KnowMoreTV*. He is on the faculty at New York Open Center. In addition, he teaches frequently on the intersection of organization and mindfulness at venues such as San Francisco Zen Center, Tassajara, All Saints Church, JCC and Omega Institute.

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