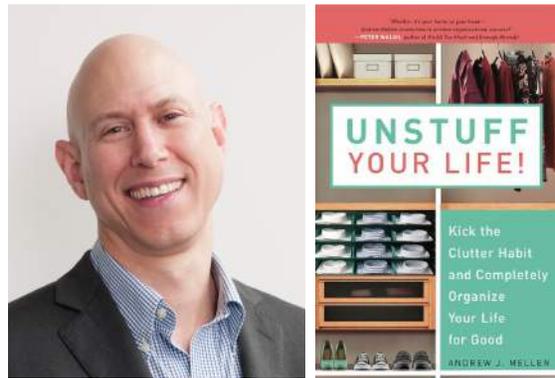




Speaker

#1 Best-Selling Author
Professional Organizer
Corporate Trainer



Simplify your work & your life with basic tools and principles that anyone—executives, administrators, parents, kids, artists & athletes—can apply with immediate results.

SELECT CLIENT LIST

- American Express
- American Business Women's Assoc.
- Bank of America
- City of New York
- Constant Contact
- Dept. of Environmental Protection
- Design Within Reach
- Direct Energy/Mr. Sparky
- Dwell on Design LA
- Economic Development Corp.
- Estate Managers Coalition
- Genentech
- Gulf Coast Regional Blood Center
- Howard Hughes Medical Institute
- IAAP
- JCC Manhattan
- NAPO
- NetApp
- New York Open Center
- Omega Institute
- Pinebridge Investments
- San Francisco Zen Center
- Sharp Electronics
- Singapore Tourism Board
- Suan Farma
- Sustainable Silicon Valley
- Time, Inc.
- US Dept. of Education
- US Dept. of Homeland Security
- US Army Community Services
- Yarde, Inc.

Unstuff your life with “The Most Organized Man in America!”

DID YOU KNOW ...?

- Executives waste 6 weeks per year** searching for lost documents. *That's \$12,000 lost for every 100K earned.*
- One of the **top six causes of stress** is **poor time management**.
- The average person will waste one year of their lives** looking for lost or misplaced items.
- 1 in 3 people feel disorganized** at work. **91%** said they'd be more effective if their workspace were organized.
- 280 hours are lost every year** by workers seeking instruction and clarification.
- US employees **waste more than two hours a week** finding, sharing and storing documents.
- Getting rid of clutter eliminates 40% of housework** in the average home.
- It costs** a company **\$20 to file** a document, **\$120 to find** a misfiled document & **\$250 to recreate** a lost document.

SPECIFIC STRATEGIES AIMED AT THE BOTTOM LINE: SUCCESS & HAPPINESS

In as few as 75 minutes, you, your staff & your family can learn simple, powerful organizational tools to:

- **Increase their productivity and efficiency** by 50-60%.
- **Reduce stress** and exhaustion **without drugs or therapy**.
- **Manage time, projects, and deadlines** effectively.
- **Conquer procrastination** and eliminate **interruptions**.
- **Leverage email, voicemail** and other **technology** to their fullest advantage.



“Andrew’s organizational strategies and concepts really work!”

–Rosalind Wiseman, author of *Queen Bees and Wannabes*



CONTACT ANDREW TODAY FOR YOUR NEXT TRAINING, EVENT OR PROGRAM!

(212) 452-3122

booking@andrewmellen.com

To see a preview of Andrew in action, go to:

<http://andrewmellen.com/services/>



KEY TAKEAWAYS FROM EVERY WORKING SESSION WITH ANDREW

- The three most important rules for getting and staying organized: *The Organizational Triangle®*
- Best practices for organizing papers, mail, e-mail, and digital files
- How to effectively deal with meetings, deadlines, prioritizing tasks and managing projects
- How to align every decision with core values to ensure integrity and clarity

Everything you need to get and stay organized. For good.

THE UNSTUFF YOUR LIFE EXPERIENCE FOR BUSINESSES & HOMES

Andrew Mellen

Andrew has **over 18 years of experience** “unstuffing” people’s businesses and lives. From Fortune 50 companies to SMEs and solopreneurs, Andrew’s tools and techniques scale easily and effectively between small businesses and multinational corporations, as well as across industries, from finance and pharmaceuticals to NGOs and non-profits.

Top Clients

Businesses including **Time, Inc., Genentech** and the **U.S. Dept. of Homeland Security**, conferences like **Dwell on Design, TEDx, Dad 2.0, BlogHer**, and **NAPO** and individual clients including CEOs, psychologists, artists and overwhelmed parents have benefited from Andrew’s methods.

Charismatic Style

Andrew’s organizing principles resonate well across class, gender, age and ability. Audiences large and small frequently comment on his sense of humor, empathy, directness and clarity.

Personal Touch/Tailored To Your Needs

Andrew is committed to collaborating with you to exceed your expectations. Whether training a local, regional, national or international company or coaching individuals in their homes, Andrew’s clarity and compassion promises exceptional results.

RESULTS YOU CAN EXPECT

It takes a special person to do what Andrew does and do it with the same patience and compassion he possesses.

Nora Chetterbock

Red Mountain Resort, St. George, UT

People left the Center with a renewed sense of motivation and clarity. The significance of his message cannot be underestimated.

Alice Andrews, Executive Director

Hartland Senior Center, Hartland, MI

How useful his mantras are: One Home For Everything; Like With Like; Something In, Something Out. We all enjoyed Andrew’s incisiveness and sense of humor, and we treasured the compassion with which he treated us.

Dr. Adrian S. Windsor, Program Director

The Inside Edge, Irvine, CA

Andrew is a conscientious and inspiring instructor, equipped with a great sense of humor and the solid knowledge of his topic required to gain the respect of his audience. I highly recommend him as a dynamic, motivating speaker for any event or audience.

Enoe Aracely Brown, Program Director

The Open Center, New York, NY