

2020 ESSENTIAL PROGRAMS

Training
Coaching
Board Retreats

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INTRODUCTION

OUR MISSION IS SIMPLE

Provide the training + tools you need
to increase productivity

AND

support you in shifting your company's culture
so new skills + systems last long after we leave.



How do we do that? *Keep reading.*

WHAT YOU WANT

TARGETED EFFORTS THAT DELIVER RESULTS

If you can't manage what you're already doing, then adding a new system into the mix on top of everything else is definitely not the road to success.

So our only system is the stripping away of everything that is standing between you and hyper-efficiency—think of it as getting rid of all your time clutter.

You don't need to buy any device or tool to master time. You may even have too many tools—and we'll figure that out pretty quickly, too.

You get big wins by focusing your attention on the 7 Deadly Time Thieves™.

They are: interruptions, overcommitting, poor planning, multitasking, email, meetings and procrastination.

When these 7 problems are solved, you'll get an hour or more back per team member every day.

A BETTER MINDSET

If you do what you usually do, you'll get what you usually get.

So if you're stuck in a story with no good choices and you feel like you're just managing frustration and disappointment, it's going to be very hard to get great results.

That's why we offer a compassionately disruptive approach to shifting culture and skills building.

With the right mindset and proper accountability, you and your team will embrace change and see widespread adoption of new behaviors. Individual skill levels improve while your culture opens up.

THE ANTI-SYSTEM, HACKS + TOOLS

From a few strategic hacks to our proven anti-system that quickly delivers measurable results, you'll create sustainable growth and long-term success without creating more chaos and uncertainty.

Here's something else we know: teams only perform to the level of their leader's weakest output—in other words, your bottom is their ceiling.

Raising the bar for everyone, you included, guarantees greater results company-wide.

At the program's end, participants should easily move from the LEFT column to the RIGHT column.



Distracted, lackluster focus

Feelings of guilt, shame, anger
so tasking produces weak output

Messy offices that look unprofessional and
unwelcoming to visitors

Unreliable systems or lack of systems

Procrastination, delays, avoiding unpleasant
tasks impedes progress



Fully present team members ready
+ engaged for each activity and event

Empowered feelings of purpose + clarity
so tasking produces superior output

Tidy offices that accurately reflect your work,
ethics and values

Unleash the simplicity and power of
The Organizational Triangle®

Strategies for personal and team motivation
+ rewards accelerates progress

HOW WE DELIVER IT

ESSENTIAL PROGRAMS

BOARD + STAFF RETREATS

We facilitate board and staff retreats from 2 hours to 2 days. We will work together with you to identify clear and realistic objectives and goals, then create an experience that brings members closer together while growing capacity, commitment, enthusiasm, and skills.

With Andrew's 20 years of experience in improvisation, role playing exercises and other improv techniques are easy to incorporate into your event.

All retreats include training focused on eliminating the 7 Deadly Time Thieves™ from your organization's leadership.

FLAGSHIP TRAINING PROGRAMS

All programs can be customized for participants (from 1 to 10,000), as well as on a group's special needs, special skills, and objectives.

They can be delivered in as few as 60 minutes or over multiple days.

Every training is participant-focused, experiential, innovative and interactive. Expect to generate ideas, collaborate, reflect, solve problems, and have fun.

CALLING BULLSH*T ON BUSY

ELIMINATING THE 7 DEADLY TIME THIEVES™ AT HOME + WORK

Forget multi-tasking and other gimmicks—there are no shortcuts to good time management.

Without focused efforts, The 7 Deadly Time Thieves™ will continue to run your day, undermining your best efforts at getting thing done.

By addressing interruptions, overcommitting, poor planning, multitasking, email, meetings and procrastination, you will see remarkable improvements fast.

And by shifting your attention from the problem to the solution, you'll see how powerful the right mindset is in achieving exceptional results.

With a few practical, sustainable tools and techniques, you will gain an hour or more every day for the rest of your life.

Takeaways include:

- Disrupting the narrative of busy along with the guilt, regret, avoidance and other stories that stack up around poor time management.
- Leveraging core values to make consistent high-impact decisions every day.
- How to finally break free from procrastination and manage workflow interruptions effectively.
- Why multi-tasking always fails and what to do instead.
- When to answer emails and how to unclog your inbox fast.
- How to run effective meetings and when to avoid them.

HOW WE DELIVER IT (cont'd.)

UNSTUFF YOUR LIFE!

GET + STAY ORGANIZED FOR GOOD

Andrew's signature presentation, based on his best-selling book, and adaptable for all audiences.

Fun and informative, fast-paced and humorous, you'll learn the fundamentals of getting AND staying organized including Andrew's Organizational Triangle®.

This program is great for building morale and delivers a 360 degree impact.

Participants see immediate improvement at work and their home life after 60 minutes.

Takeaways include:

- Where clutter comes from and how to get rid of it for good.
- How to tell the difference between trash, treasure, urgent & important.
- Easy mindset hacks to remain positive and engaged regardless of what you're feeling.
- Best practices for managing everything from papers & filing to emails and digital files.
- How to sort and organize clothes, closets, garages and photos.
- Winning strategies for dealing with sentimental objects, mementos, heirlooms and collectibles.

UNSTUFF YOUR COMMUNICATION

PLAIN TALK TO GET THINGS DONE

Everyone says "communication is king" yet most people don't know how to communicate plainly, directly and to the point—in any medium.

If the average adult tells 200 lies a day*, how can you keep sensitive information private, track essential information and maintain your integrity in every conversation?

Learn how to cut through the chatter and get to the core of your message quickly and effectively, when speaking with the CEO, vendors, supervisors or the prickly neighbor down the hall.

Takeaways include:

- How to handle disruptive interruptions from colleagues, clients + supervisors.
- How to handle sensitive information with tact, simplicity, and care.
- How to remain focused while quickly distinguishing urgent from important.
- How to get to the point faster without making enemies.
- How to start and finish meetings on time, every time—and when to avoid meetings altogether.

*1977, Jerald Jellison, University of Southern California;

2002, Robert Feldman, University of Massachusetts.

HOW WE DELIVER IT (cont'd.)

GET OUT FROM UNDER YOUR INBOX

SECRETS TO EMAIL + DIGITAL FILING

Poor time management isn't cured by technology—in fact, it's aggravated by it. From smartphones and tablets to desktops, our inboxes are exploding with clutter.

In this fast-paced workshop, we look at your current tech failures and offer simple, practical alternatives to get you back in control.

We'll touch on apps and other tools that promise productivity—and how they actually perform in the real world.

You'll leave with at least 10 things you can do to take back your life from the machines surrounding you.

Takeaways include:

- Setting up rules and filters to pre-sort emails before they even land in your inbox.
- How to create and maintain the perfect digital filing system.
- Best practices on how and when to answer email and creating useful signatures.
- Email hygiene and myth-busting Inbox Zero and other gimmicks.
- Alternatives to email for internal and external communications.

PROJECT MANAGEMENT FOR DUMMIES

QUICKLY DEFINE, DEVELOP + MANAGE PROJECTS

The difference between work in general and an actual project is a clearly defined end point—a project does not go on indefinitely. This event teaches you how to properly evaluate, plan, and execute any project.

Scope creep, slippage, 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 progress reports and eliminate scope creep before it derails your project.
- How to accurately create + use a Statement of Work, GANTT charts and other planning tools.
- How to apply project management tools and techniques to any project.
- How to hold yourself and your team accountable without losing it or stressing out.

ADDITIONAL ACCOUNTABILITY

ACCOUNTABILITY AS SECRET SAUCE

It's proven that accountability improves adoption and retention by a factor of 3x.

Who doesn't want to triple their success?

You and your team will have the opportunity to establish accountability buddies to encourage weekly or daily check-ins to ensure consistency and growth.

These are your best options to ensure your investment pays dividends quickly and for the long haul.

LIVE ACCOUNTABILITY WEBINAR

A 60-minute live online session utilizing Zoom. Recommended within 3 weeks of any onsite training.

The focus in this session is on:

- 1. ACCOUNTABILITY**
Provide participants with an additional external deadline to keep them focused on adopting new behaviors and techniques.
- 2. PROBLEM-SOLVING**
A frank exploration of what is working and what is not since the live training.
- 3. STRATEGIES FOR WHAT'S NEXT**
An opportunity to future-proof workflow and systems to ensure stability and a solid foundation for growth going forward.

POWER COACHING SESSIONS

A series of (4, 8 or 12) 15-minute power sessions with individuals or a pre-selected cohort.

These sessions encourage participants to think quickly and problem solve 2-3 issues in each session.

The hyper-focus prevents scope creep and vague goals so participants stay focused on rapidly adopting new behaviors to radically boost achievement.

The focus in these sessions is on:

- **SPECIFIC ANSWERS TO UNIQUE CHALLENGES**
1-1 coaching to solve unique, possibly sensitive issues/challenges that have persisted or recently occurred.
- **INSTANTLY ACTIONABLE TAKEAWAYS**
Walk out of every session with 2-3 actionable items that reinforce previous training while accelerating productivity and efficiency.
- **ONGOING ACCOUNTABILITY**
Keep the attention on what matters with consistency and support so new habits replace ineffective ones with enough time to take root and blossom.

WHO WE ARE



ANDREW MELLEN*

Andrew is an internationally recognized speaker, productivity expert, trainer, author, and media personality. His programs focus on helping people break free from "story" and instead, focus on the "math" of good time management. Then participants can set themselves free from limiting beliefs undermining their productivity, organization, and happiness.

Andrew's approach is fun and funny, entertaining, interactive and direct. He has a knack for making complex concepts easily understood and relatable, and a gift for making even the driest topics compelling.

The media has dubbed Andrew "The Most Organized Man in America," and he speaks globally on simplifying, sustainability and productivity everywhere from Seattle Interactive, Omega Institute and BlogHer, to Dwell on Design, ICF's Converge and the Great British Business Show.

He is the best-selling author of *Unstuff Your Life!* and *The Most Organized Man in America's Guide to Moving*, and contributes frequently to Fast Company, Forbes, Wall Street Journal, Real Simple, and many others.

Before entering the learning and development field, Andrew was an award-winning actor, director, and producer with an extensive background in improvisational theater, including six months touring prisons in the U.S. with Geese Theater Company.

Andrew holds a degree in theater and psychology from Northern Michigan University. He is a professional member of NSA, a Golden Circle member of NAPO, and in SAG and AEA.

- **KELLY CASE, Executive Assistant***
- **KARI WHITCRAFT, Online Business Manager***
- **KEVIN SMITH, COO***

The entire team is available and offers support whenever Andrew is out of the office.



WHAT CLIENTS SAY

PRICEWATERHOUSECOOPERS



You had the most amazing impact on our PricewaterhouseCoopers team, giving them such valuable, real-life time management tools.

You truly changed their story about their day-to-day challenges, expertly guiding them from 'busy' to 'effective.' Thank you, thank you, thank you for your help!

Jenifer Madson
CEO, Mindful Leaders Academy

INTEGRITY INSURANCE AGENCY

Your coaching has been very beneficial to our sales team. The tools we've used and the practices we've put in place have led us to the best three months in the history of the company.

In April we broke an all-time sales record. Then in May, we broke that record by \$70,000.

Nothing that I've ever attended has been nearly as useful or productive as the initial planning session. And the information that we got from you can be applied by anybody in any business.

If somebody called me and asked me if I should do business with you, I would say absolutely 100%.

If you're the decision-maker, make that decision.



Casey Nelson
Principal

FRIEDMAN, LP



Thank you for the great job you did at our annual tax management retreat as our keynote speaker. This year's all-day program was by far the most successful and critically acclaimed, in large part due to your presentation and workshops.

You sprinkled practical takeaways with entertaining slides and stories providing our attendees with the tools they need to become more organized and efficient.

I recommend you to any organization seeking greater organization and in general, to improve the quality of life of its members!

Robert Charron
Partner-In-Charge, Tax Department