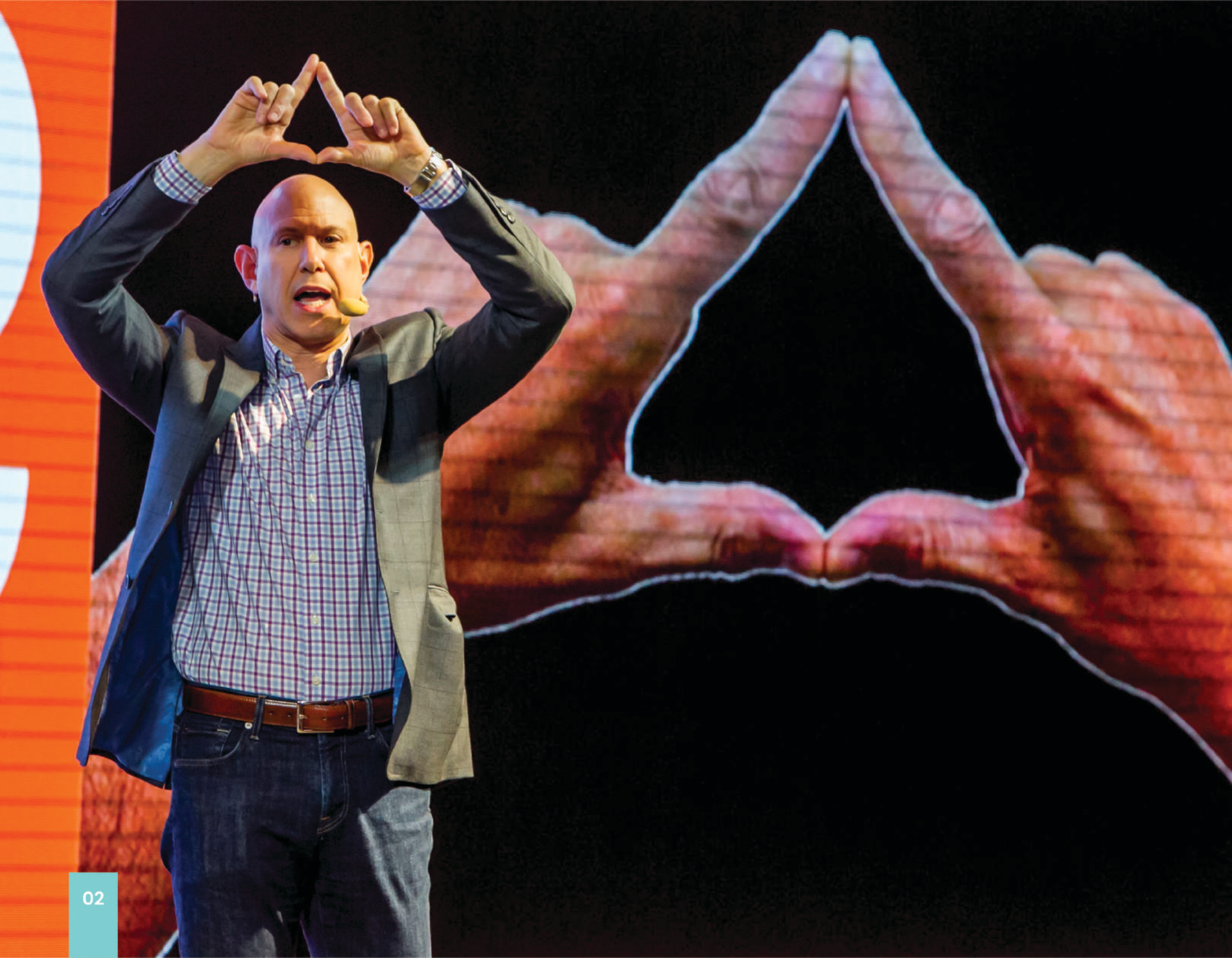




**ANDREW MELLEN**  
**SPEAKING, TRAINING & COACHING**

*Get more time + freedom in as little as 60 minutes!*



EO Speaker Rating: 9  
YPO Speaker Rating: 9.1

## ANDREW MELLEN SAYS:

*"Give me 1 hour once—I'll give you back 1 hour or more every day for the rest of your life!"*



## As Seen In



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## Who is ANDREW MELLEN?

Andrew Mellen 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 *Wall Street Journal* and Audible best-selling author of ***Calling BS on Busy, Unstuff Your Life!***, and ***The Most Organized Man in America’s Guide to Moving***. He also contributes frequently to *Fast Company*, *Forbes*, *Huff Post*, *Market Watch*, *Real Simple*, and many others as well as a monthly segment on WTMJ Milwaukee’s ***The Morning Blend***.

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 SAG/AFTRA and AEA.



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## IN-DEMAND TOPIC TITLES

### **Calling BS on Busy<sup>®</sup>**

Attendees will learn cutting-edge brain science, field-tested hacks, and common sense solutions to address the 8 Deadly Time Thieves™.

### **Unstuff Your Life!**

Fun and fast-paced clutter and life advice to get you organized for good, based on Andrew's *Audible* and *Wall Street Journal* best-selling book.

### **Project Management for Non-Project Managers**

All projects are work—not all work is a project.

Learn to quickly define milestones, combat scope creep, and manage priorities effectively so projects run successfully and stress-free.



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## TOPIC SUMMARY

### Calling BS on Busy®

Forget multi-tasking and other gimmicks—there are no shortcuts to good time management. Without focused efforts, the 8 Deadly Time Thieves™ will continue to run your day, undermining your best efforts at getting things done.

Address interruptions, overcommitting, poor planning, multitasking, email, social media, meetings and procrastination, and see remarkable improvements fast.

By shifting your attention from the problem to the solution, you'll leverage your mindset to achieve exceptional results with less stress. 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.

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## TOPIC SUMMARY

### Unstuff Your Life!

Andrew's signature presentation, based on his Wall Street Journal and Audible 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 in as few as 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.



*EO Speaker Rating: 9*  
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## TOPIC SUMMARY

### Project Management for Non-Project Managers

The difference between work in general and an actual project is a clearly defined endpoint—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.

Andrew has taught project management to many federal and local government agencies, including the U.S. Departments of the Navy, Education, Social Security Administration, Homeland Security, and DEP.

### 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.
- The ability to recognize project priorities, coordinate resources effectively, and identify and manage risks.
- Understanding managing potential risks, and developing mitigation plans and project budgets.
- The ability to juggle multiple deadlines, constraints, and stakeholder needs with speed and tact.
- How to simply and accurately create and use a Statement of Work, GANTT charts, and other planning tools.

