

Mindful Organization Presentation – Overview

Author/presenter

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Format

- Adjustable length - 20 to 50 minutes
- Powerpoint Presentation
- Handouts/Worksheets distributed at end of presentation

Required audio/visual

- LCD projector, screen
- Microphone (lavaliere preferred)

Topic Description

When outside and inside don't match, there is friction, and a nagging sense of misalignment that causes stress and unhappiness. By increasing awareness of how your surroundings reflect your inner self, you take control of that relationship so that your choices regarding space, time and actions empower you. This presentation talks on two levels: general organizational theory as well as specific organizational tips.

Mindful organization is not a focus on being organized for organization's sake, but rather a focus on lining things up to achieve your priorities. It is a holistic approach—involving mind, body and spirit—so that everything around you offers meaning and information to support your growth. This presentation teaches how to identify your goals and values, and how to align your space and priorities with them. It presents the three dimensions of mindful organization--space, time and action--and includes a primer on David Allen's "Getting Things Done" method.

Outline

1. Meaning of Mindful
2. Practicing Awareness
3. The Three Dimensions of Mindful Organization
4. 1st Dimension - Space
5. 2nd Dimension - Time
6. 3rd Dimension - Actions
7. Advanced Organization for the (Too) Busy Person

Fee

\$500 + expenses

