



WORKSHOPS - ALL ORGANISED AT WORK

Helping people become more organised, productive and in control at work.
Learn simple and effective, ready-to-use tips and techniques - for instant results.

WORKSHOP TOPICS

- ☞ **Clear Your Desk** - *stop shuffling paper and losing documents* [90 minutes]
 - paper flow through the office
 - actionable paperwork and reference paperwork
 - processing and clearing the backlog
 - creating a system that works for you
 - Inbox management
 - staying in control of your email
- ☞ **Clear Your Mind** - *spend time on what matters* [60 minutes]
 - using mind maps to identify and aspire to your goals
 - diary and calendar management
 - managing interruptions and avoiding distractions
 - saying 'No' and prioritising
 - techniques to overcome procrastination
- ☞ **Clear Direction** - *first things first* [45 minutes]
 - organising and managing your tasks
 - multi-tasking
 - prioritising effectively
 - Weekly Clean Slate

SUPPLEMENTARY TOPIC

- ☞ **Personality Types and Organisation** - *why it is relevant* [30 minutes]
 - personality traits and disorganisation
 - how personality impacts on your work and how you relate to others
 - understanding what makes you disorganised
 - understanding disorganised people

COMBINED WORKSHOP EXAMPLE

- ☞ **Organising Your Paper, Time and Tasks** [120 minutes]
 - What is 'Being Organised' and the Costs of Disorganisation
 - Personality and Organisation: personality traits and disorganisation; how personality impacts on your work day and how you relate to others; understanding disorganised people
 - Paper Management: Actionable Paperwork and Reference Paperwork; paper flow through the office; Inbox management
 - Task Management: organising and managing your tasks; prioritising effective; multi-tasking
 - Time Management: managing interruptions and distraction; saying 'No'; prioritising; tackling and overcoming procrastination: the Weekly Clean Slate



Adelaide's most experienced and accredited Professional Organisers

For over 10 years, Clear Space has been helping people get organised and in control of their time, tasks, space, belongings and life, both at home and at work. This is done via One-On-One Coaching, Group Workshops and Public Speaking.

Rebecca Mezzino is the founder of Clear Space Organising Services, and Adelaide's most experienced and accredited Professional Organiser. Rebecca was actually born disorganised but over time taught herself the skills, techniques and motivation to become organised. Realising she could also teach others, Clear Space was established.

Having been through it all, she knows what disorganised people feel and experience, and what's needed to break the cycle. Rebecca works with individuals needing a little help to get back in control, through to those with a chronically disorganised lifestyle. She also consults to the business sector to help people become more organised, productive and in control at work.

Rebecca is active in the Professional Organiser industry having held National Committee positions and is a regular media contributor. She has twice appeared on Today Tonight, been a regular radio talk-back guest and has been featured and published in The Adelaide Matters, The Advertiser, Sunday Mail, Wellbeing Magazine, Woman's Day, Sydney Morning Herald and Coles Magazine.

Rebecca has spoken at many conferences and networking events, delivering talks across a broad range of organising topics. Audiences have included the CPA Congress, ATO, CFS, Women in Project Management, Australian Institute of Chartered Accountants, Australian Hotels Association, Institute of Private Practicing Psychologists and many Community Centres.

Rebecca's has a Bachelor of Business (Management Information Systems) and a Certificate IV in Training and Assessment. She has achieved "Expert" status with the Australasian Association of Professional Organisers (AAPO), being one of only a handful in Australia to do so.

Mick, Rebecca's husband, formally joined the business in 2013, after a long corporate career. He held senior business development and marketing positions in the finance industry, was the CEO of a national, aged-care membership company and worked for five years in the not-for-profit sector. Mick has a Bachelor of Business (Banking & Finance), a Diploma of Management and has been a Justice of the Peace since 1993.

Rebecca and Mick have two school age children, Zoe and Ethan.

