

A portrait of Kathi Burns, a woman with shoulder-length blonde hair, smiling and standing with her arms crossed. She is wearing a vibrant orange and red patterned top with black floral and geometric designs, a gold necklace with a circular pendant, and large gold hoop earrings. The background is a plain, light-colored wall.

Kathi Burns, CPO®

SPEAKER KIT

"I'm the Corporate Executive Coordinator for a corporation based in Ohio. I was lucky enough to attend a workshop that Kathi gave us on how to get clutter out of our lives and get organized in our office. I'm not a natural born organizer; I was born a creative leader, but when it comes right down to knowing where things are I have to have a system like this in place to excel at my job. So I'm really thankful for the book and the workshop and the change it's made in my life."

Cathy Wickson

Contents

🌱 About Kathi Burns, CPO®

Topic Overviews:

🌱 Eliminate These Energy Zappers from Your Telework Environment Now

🌱 Your Image, Your Choice – Easy Ways to Present Your Best Online Self

🌱 Paper, Digital Or Both? How to Navigate the Not Yet Organized Digital Age

🌱 Connect with Kathi



ABOUT KATHI BURNS, CPO

Kathi has a passion for public speaking. Her mission is to teach people how to take control and organize their lives through mastery of their environment and personal image.



American
Red Cross



HEWLETT
PACKARD

SHARP
San Diego's Health Care Leader

intuit

 Coast Colleges

SAIC

Kathi Burns, CPO® is a Board Certified Professional Organizer, Image Consultant, author and speaker. As the founder of Organized and Energized.com, a professional organizing and image consultancy, her mission for almost two decades has been to end overwhelm, energize, and transform lives by creating systems people can stick to.

While working as a licensed boat captain and living full time out of a duffle bag, Kathi realized the importance of living small, being organized, and merging art and style with practicality. In 2005, one year after launch, Good Morning America featured Kathi as a successful woman-owned business.

Since then, Kathi has published two books and created numerous online training programs. As an organizing, image and productivity expert, Kathi's advice has been featured in multiple national media outlets, including Oprah Magazine, Martha Stewart Living, Better Homes and Gardens, Entrepreneur Magazine, and more. Additionally, she is a frequently called upon guest expert for Fox, NBC and CW6 News.






Eliminate These Energy Zappers from Your Telework Environment Now

Productivity and job satisfaction is often dependent on the balancing act of both personal and business goals. Now that many are working from home, this balance is in jeopardy. Sustainable systems are needed to help employees navigate the new paradigm of working from home.

Creating order within their home. solve this distressed and stressed work from home epidemic Clutter sabotages energy. Projects left incomplete clutter the mind and sabotage the ability to focus on work projects..

This session uncovers the common pitfalls in working from home and how it affects employee productivity with professional organizing solutions to keep life, work and home in balance.

You're Attendees Will:

-  Learn about productivity tools that skyrocket goal achievement
-  Uncover hidden distractions and habits that unbalance their lives
-  Understand simple, practical systems to increase productivity
-  Implement tactics that avoid and even eliminate outside disruptions
-  Discover how small, simple habits can free your mind and your time at home




Your Image, Your Choice – Easy Ways to Present Your Best Online Self

What you wear and how you wear it tells a little story about yourself before you even open your mouth.

It takes less than 30 seconds to create a good first impression. The question is – what impression are your employees creating?

Looking their best will help your attendees gain more confidence as they aspire to grow in their careers. This session is based on professional stylist principles, as translated into plain English for easy learning.

You're Attendees Will:

-  Easy-to-follow steps for any body shape, size and color
-  Straightforward strategies to highlight their best assets
-  Simple tips to downplay any physical features they find unflattering







Paper, Digital Or Both? How to Navigate the Not Yet Organized Digital Age

This is the age of digital. Or is it?

According to statistics the use of office paper has tripled since the birth of the computer. Let's face it, in most situations, going completely paperless is still not an option.

With files spread across hard drives, cloud servers and paper file systems, it is no wonder that the average US executive wastes at least 30 minutes every day retrieving missing documents.

You're Attendees Will Learn:

-  How to calm their file management chaos with five easy categories
-  To use one system to manage both paper & digital documents
-  When to ditch the paper and when to file it away
-  Strategies to quickly find needed documents & save hours of fruitless searching
-  Safely and easily manage all passwords
-  What to do when managing duplicate files

Getting Organized Can Pay Big...

- Increase Profits
- Accelerate Productivity
- Reduce Stress
- Eliminate Distractions
- Improve Focus



**Kathi Would Love To Chat With
You About Your Event!**

Media@OrganizedandEnergized.com
619.363.3311

 **rganized & Energized!**

addSpace[™]
to your life!

