



- **Founder: PaperClip Professional Organisers**
- **Organising and Mindset Mentor**
- **Speaker and Trainer**
- **Workshop Consultant**

Sue Glasser is a well-known Organising and Mindset mentor and expert on all things related to organisation and time management

After struggling with disorganisation herself, Sue is very relatable as she allows her audience to feel comfortable with owning their own disorganisation issues.

Sue helps her clients to understand that getting organised and managing your time is in fact something you can learn like any other skill.



Sue created a wonderful warm atmosphere and used seamless and clever “segways” to move from one section to another. Sue is always incredibly professional, fun and amazing.

Shannah Kennedy Author of *The Life Plan Book*, *Chaos to Calm* and *Shine*



FROM OVERWHELMED TO ORGANISED

SUE'S EXPERIENCE

- Founder of PaperClip Professional Organisers Est: 2010
- Presenter, trainer and workshop facilitator +8 yrs
- Kikki-K Victorian Workshop Consultant and Corporate Workshop Champion
- TAFE Short Course Presenter - Managing Paperwork
- Marketing & Advertising + 25 years in the Advertising Industry
- Potential Unlimited - Personal Development Presenter and Workshop Facilitator

5 REASON WHY YOU SHOULD BOOK SUE TO SPEAK AT YOUR NEXT EVENT

1. Sue speaks with a lot of heart, humour and authenticity.
2. She has a warm and friendly style making the people in the room feel comfortable while learning.
3. Her wealth of experience allows her to share her knowledge & experience with confidence.
4. Her passion and enthusiasm for time management, paperwork and all things organising are inspiring and infectious.
5. The audience are guaranteed to walk away with practical tips and techniques to make life changes immediately



"As a speaker Sue presented with enthusiasm, warmth, personality and most importantly great content and inspirational tips. Sue's presentation was engaging, practical and relevant for the audience. Sue was professional and diligent, and we are sure we will have a wonderful experience working with her again."

Christie Nicholas, Managing Director, Kids Business



FROM OVERWHELMED TO ORGANISED

SUE'S TIME MANAGEMENT, MINDSET AND ORGANISATION BASED TOPICS

TIME MANAGEMENT

- **Email Overload** : Taking back control of your inbox
- **Digital Declutter** : Taking control of your desktop, your calendar & your emails
- **Costs of Disorganisation**: How to save time, money and stress by getting more organised
- **Let your Paper Flow**: Setting up the Paper Flow system to rescue you from underneath your paper and information clutter
- **Time Management and Procrastination Beaters**: How to work on focused tasks with achievable deadlines.
- **Being Organised is a Habit You CAN Create** : learning how to create and set organising habits
- **Business Flow**: How small businesses can deal with any piece of information within a few minutes - Teaching you to all speak the same "paper language"
- **Desk Flow**: Personal space management at home and at work
- **Networking Paperwork**: From business card mayhem to successful follow up

ORGANISATION MANAGEMENT

- **From Stuffocation to Liberation**: how to go from stuffed to sorted in 8 simple steps - Taking back control of your space
- **Leaving a Legacy**: Important documents and paperwork safe and sound - What "stuff" are you leaving behind?
- **Declutterd Mind ,Declutterd Space** :and vice versa

MINDSET RESET

- **Habits – The Four Tendencies**: How your personality and tendencies affects your habit choices and commitment to starting or improving habits
- **Goal Getting**: Setting goals is not enough – How to achieve goals through effective action plans and setting goals according to your values
- **Attitude of Gratitude**: Focusing on how to bring more joy and happiness into your everyday through gratitude.
- **Self Love and Self Acceptance**: Learning to have the courage to own your story instead of letting it own you.
- **Vision Board**: Dream it! Write it ! Pin it! Live it! Creating your dreams and goals in a visual way.
- **Mindfulness**: A kick start to your mindfulness practice. Simple techniques to learn how to be in the here and now.

Note: Customisation or combinations of all these topics is available



FROM OVERWHELMED TO ORGANISED

SOME OF SUE'S CLIENTS

"Sue, you are an amazing talented and passionate person. You mentor others with grace, passion and love. I am blessed to have you in my life. "

Lisa

Sue focuses on working with her customers to deliver simple yet effective tools, methods and work practices to improve efficiency, understand how to reduce wasted time and make people more productive. She follows up to ensure that people are using these lessons and making the gains following the training

M. Parry MD Ron Finemore Transport

I want to say a huge thank-you again for sharing your story, taking the time to speak to me at the end of the workshop, and for giving me mantras that spur me on in a direction I am once again passionate about. You are not only talented at what you do, but your kindness, authenticity and approachability make you stand out from others

Yasemin



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Paperclip Professional Organisers

Please note: All fees will be quoted on the basis of client's needs and criteria.