

Mylène Houle

Morency



Organisation & Work-Life Integration

If your staff felt less overwhelmed by their personal lives, what would happen to their productivity at work? What would happen to their energy and well-being?

We all know that organisation makes daily life so much easier, but how do you become a better organised person?

The seminars below have been presented to a few thousand participants in a variety of settings: in the corporate world, to not-for-profit organisations, libraries, perinatal centres and various associations since FLO Organisation began in 2013.

The testimonials all align: FLO trainings and seminar makes organising ***practical and achievable*** thanks to its simple and effective tips! It's easy to make the tools your own and create systems that precisely meet your unique needs. My enthusiasm and dynamism are contagious!

You don't have to be a born organiser to pick up the tips, get better organised and free up time for what really matters to you and your staff. The seminars will equip you with the best secrets of a professional organiser!

FLO's Workplace Training Topics

Here is a list of FLO's most frequently presented conferences on organising in the **workplace**. We can also create customized content to meet your needs. All trainings and seminars are available in English and French.

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FLO's Work-Life Integration Training Topics

Here's a list of FLO's most frequently presented seminars on **family organisation**. We can also create customized content to meet your needs. All lectures are available in English and French.

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1 - Organised for good



Looking for tips and systems to better organise your space and feel more zen in your environment? This seminar, based on Mylène's book "S'organiser pour de bon", will give you the tools you need to get back on track!

Despite our best efforts to get things organised, we sometimes find ourselves having to deal with the same sticking points, without really knowing how to implement a lasting solution. On average, people will spend fifty minutes a day looking for lost items.

Without solid organisational habits, we can lose at least four days a year unnecessarily! Imagine what else you could do with that time! Imagine the impact on your productivity and that of your team! It's simpler than you think, and our speaker will be your guide to help you implement sustainable strategies.

On the agenda:

- Organised just right: discover the four organisational styles
- Better understanding what hinders our drive to organise and declutter
- The five steps to follow for your organising projects, from junk drawer to your desk at work to your garage!
- Best space organisation tips and visual examples to stimulate your organisational creativity
- Three must-have tools to lighten the mental load of today's parents

Anyone can be organised, it's just a matter of identifying the pitfalls and obstacles that have blocked or slowed down your previous efforts, and better understanding how they can be overcome.

Formats available: 1 hour, 90 minutes, 3 hours

2 - Set yourself up for success in the hybrid work model!



The pandemic has dramatically changed the way we work, particularly with the more permanent implementation of telecommuting.

As a result, we need to integrate new organisational and productivity techniques, while ensuring that we don't mix documents from home with those from work.

If you need a game plan for creating a space that combines productivity, well-being and efficiency, come and fill your toolbox for organising your space while working from home.

Topics vary according to the length of the session:

- What can derail home office organisation?
- Home office essentials, whether “improvised” or “permanent”.
- SPACE: The five steps to help you set up an organisation system that meets your needs.
- How long to keep personal documents
- A techno boost for your productivity

Formats offered: 1 hour, 90 minutes, 3 hours

3 - Taming the hybrid work model

(training for managers)



When it comes to telecommuting, it's time to put your learning into practice and get back on track: the future of work is hybrid!

At the end of this course, you'll be able to :

- Apply concrete tips for productivity in hybrid or exclusive teleworking mode
- Identify issues and solutions related to family-work balance in a telecommuting context
- Protect your psychological health in this new reality
- Maintain harmonious relationships at work and at home

Contents :

- Setting up a “definitive” workplace at home
- Establishing a “respectful routine” at work and at home
- Countering mental overload
- Planning - and taking - breaks
- Maintain human connections with colleagues and loved ones
- Setting boundaries between work and personal life
- Optimizing communication in hybrid mode
- Plan moments of disconnection
- Using applications to lighten and share the mental load

This content is offered in the form of a 1.5-hour conference or a 3-hour or 6-hour workshop.

4 - Supporting Employees Before, During and After Parental Leave (*training for managers*)



Whatever the type of extended absence—maternity, parental, unpaid, sabbatical, or deferred salary leave—the return of an employee can impact the day-to-day functioning and performance of a team.

With a proactive approach, managers can foster smoother transitions and support both productivity and employee well-being.

By the end of this training, you will be able to:

- Recognize various types of extended absences and their effects on teams
- Design return-to-work processes—and when possible, plan departure transitions
- Apply best management practices for smooth, effective reintegration
- Adapt HR policies to improve staff retention
- Offer tailored strategies to support employees returning to work

Training content includes:

- The benefits of proactive transition planning
- Preparing for leave when possible: the exit gateway
- Maintaining the employer-employee relationship during leave
- Planning the return: the entry gateway
- Effective management practices for reintegration
- Key policies and procedures to support retention

Formats offered: 90 minutes, 3 hours

5 - Mental (Over)load - Overcoming and mitigating it



How can we lighten this invisible but very real load to regain clarity and calm in daily life?

While the term mental load has long existed in work sociology, its impact on work-life balance has become more prominent in recent years.

Its effects go beyond employee health—impacting team efficiency, engagement, and overall organisational success. Fortunately, understanding how mental overload works and using practical strategies can help reduce it.

This training will help you recognize mental load and apply tools to manage it more effectively.

By the end of this session, you will be able to:

- Define mental load and identify key risk factors
- Understand the human and organisational impacts
- Spot early warning signs
- Use tools to shift your perception of what causes overload, and apply familiar strategies in new ways

Content highlights:

- Defining and identifying mental load
- Who is most affected?
- Workplace impacts
- How to discuss the issue with colleagues or team members
- Key strategies to manage mental load:

Formats: 60, 90 minutes, 2 or 3 hours

6 - Managing personal paperwork - or how to clear kitchen counters!



The amount of paperwork to be dealt with can cause enormous stress and strain: written reminders, lists of all kinds, papers from school, and those related to the hobbies of all family members? Then there are the important tax documents, bills and reference materials. Out of fear of losing important documents, piles of them spring up all over the house, putting off decisions until later.

Beyond mail management, this workshop also introduces the adoption of the family binder, an indispensable tool for every household (with or without children)!

Topics vary according to the length of the workshop:

- Physical and virtual systems to be set up
- How long to keep documents
- Weekly process for maintaining systems

N.B. To facilitate the organisation of paperwork, the family binder template in digital format can be provided for an additional fee. In this way, participants can download the template and more easily assemble their own family binder to suit their needs.

Formats offered: 1 hour, 90 minutes, 3 hours

7 – What's for dinner?



Simplify meal planning and meal prep

Demanding career + busy personal life = headache for healthy eating? Not necessarily!

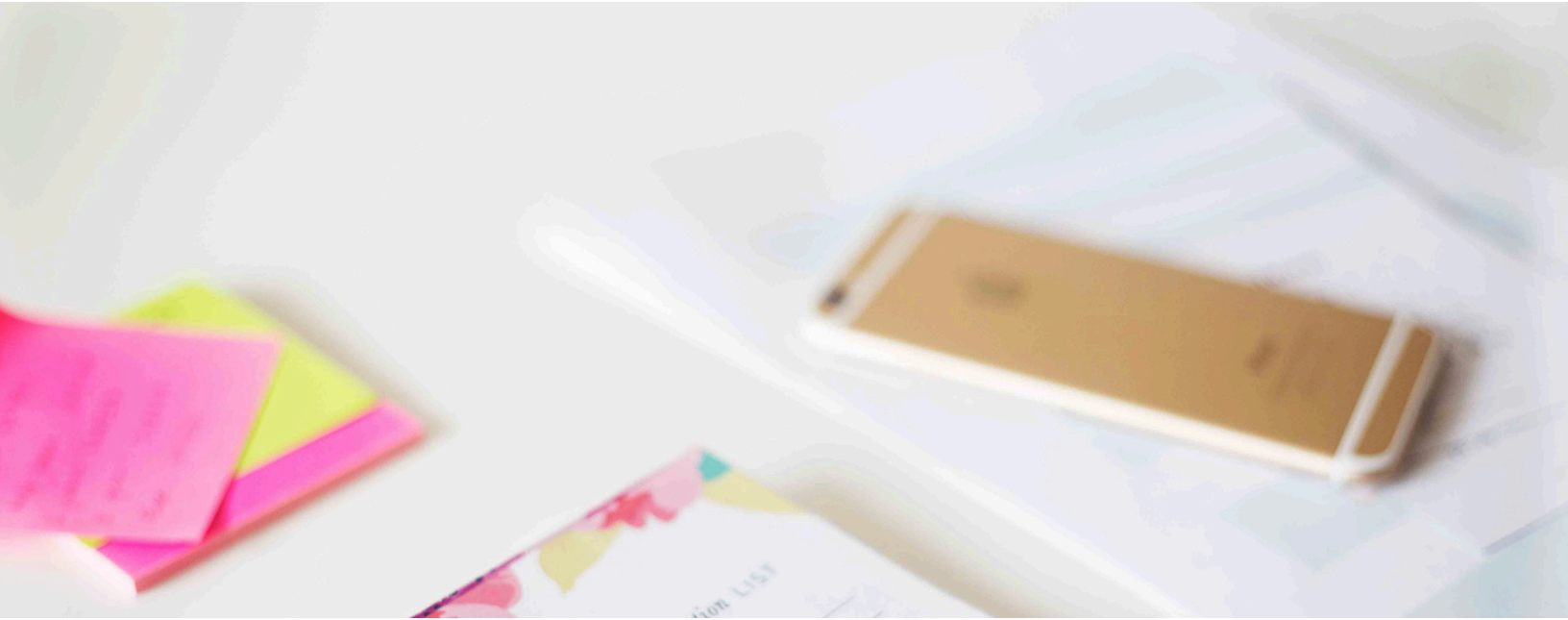
This seminar offers a methodology for preparing home-cooked meals every night of the week (if one so chooses!), while being more efficient in the time dedicated to these tasks. With this approach, people with busy lifestyles have simple, effective tips for creating a healthy, delicious menu. The result is healthier eating and more time for yourself, without having that nagging question haunt you every afternoon!

Topics covered vary according to the duration chosen:

- Meal planning and strategies to simplify it
- Optimizing meal preparation
- Technological tools to lighten the process
- Kitchen organisation

Formats offered: 1 hour, 90 minutes, 3 hours

8 - On the same bandwidth: Tech for families



Do you feel that managing your family agenda is more complicated than managing a Prime Minister's agenda? Can Olivia attend Florence's party next weekend? Can we plan that getaway with friends in February, or does it fall in the same week as our spouse's convention?

What if you could consolidate family commitments in one place, share them easily between spouses or ex-spouses, extended family, and simplify your family calendar management? It's easier than you think!

Topics vary according to the duration chosen:

- The shared family app

- Organising and managing major personal projects

- Everyday technological applications

- Decision fatigue

Formats offered: 1 hour, 90 minutes, 2 hours

9 – Happier, more productive weeks - reclaiming time for your goals



Life often goes by very quickly, and our schedules are full of commitments and responsibilities. But what about our goals? How can we turn them from an exciting idea into reality?

Behind the inspiring people who seem to juggle their exciting careers, balanced personal lives and personal projects with ease, lies solid organisation, a clear vision of their goals and clear guidelines. Come and discover a method for doing the same, and leave behind the old, duller, greyer approaches to goals!

In this seminar, we'll look at the art of setting goals (personal and professional) that are achievable AND exciting, as well as how to free up time to achieve them. Simple and effective tools will be offered to reduce mental workload, and free up blocks of time to steadily advance micro-actions towards the achievement of set goals. Participants will be equipped with a system for achieving their goals using the "Rocks, Pebbles and Sand" method.



FLO Trainings

They have trusted us:



As seen, heard or read in:



Ready to simplify daily life and lighten your team's mental load? Book your seminar now!

Mylène Houle Morency



About Mylène

Mylène Houle Morency | B. Comm, Formatrice agréée, CVOP

Mylène Houle Morency graduated with honors from the University of British Columbia with a Bachelor of Commerce in Logistics.

As a manager for nearly fifteen years, it was when she became a mother that she realized that while process optimization is an important skill in the professional context, it's just as important in the personal one!

She is a member of the Association of Professional Organisers in Canada (POC), with whom she completed her professional organiser training, as well as NAPO (National Association of Productivity and Organising Specialists), and a recipient of the prestigious Harold Taylor Award for her contribution to her industry.

Her mission: to help families integrate systems to save time, improve communication between spouses and ex-spouses, make daily life easier and create a more harmonious life. This is how FLO Organisation began its activities in the homes of its customers, and evolved to offer its services in the workplace as a speaker and consultant, in order to transfer this knowledge and facilitate work-life integration.

Passionate about her profession, Mylène collaborated on the development the "Organisation of Spaces" curriculum offered by a provincial trade college since September 2019, in addition to being one of the program's instructors.

You can follow Mylène on the CASA channel, in the show Heureux rangement, where she accompanies Quebec artists and helps them reorganise their homes! Her book "S'organiser pour de bon", published by Éditions de l'Homme, was released in August 2023.