

Mylène Houle Morency



Organisation & Work-Life Integration

What if your patrons felt less overwhelmed by their personal lives? How would that affect their quality of life? How would it affect their energy and well-being?

We all know that organisation makes everyday life much easier, but how do you become a more organised person?

The following lectures have been presented to hundreds of participants in various settings: in companies, libraries, perinatal centres, and various associations since FLO Organisation was founded in 2013.

The testimonials are unanimous: FLO makes organisation concrete and achievable thanks to the simple and effective tips Mylène presents! The tools are easy to integrate, and you can create systems that precisely meet your unique needs. Mylène's enthusiasm and energy are contagious!

Ready to simplify daily life and lighten the mental load for your members? Book your seminar now!

FLO's Library Seminar Topics

Here is a list of the most commonly presented lectures by FLO. We can also create customized content to meet your needs. All seminars are available in French and English.

Index

Conférences	Page
1 - Organised for Good!	3
2 - Managing Family Paperwork—Or How to Clear Your Kitchen Counters!	4
3 - Happier, More Productive Weeks - Reclaim Time for your goals	5
4 - What's for Dinner? Meal Planning that Works!	6
5 - On the Same Wavelength: Tech for Families	7
6 - Top Organising Tips for Returning to Work after a Parental Leave!	8
7 - Digital Photos - Get Organised Once and for All and Savour Your Memories	9
8 - Mental Load: Overcoming It and Mitigating it	10

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 - Managing Family Paperwork—Or How to Clear Your Kitchen Counters!



2 - Managing Family Paperwork—Or How to Clear Your Kitchen Counters!

Paperwork can cause enormous stress and lead to anxiety: written reminders, lists of all kinds, papers from school, and those related to the leisure activities of all family members? Added to this are important documents for taxes, bills, and reference documents. For fear of discarding important documents, piles form all over the house, causing us to put off making decisions.

Beyond mail management, this workshop also introduces the family binder, an essential tool for all households (**with or without children**)!

Formats offered: 1 hour, 90 minutes, 3 hours

Topics covered, varying according to the duration chosen:

- Physical and virtual systems to put in place
- Document retention periods
- Weekly process to follow to maintain the systems

N.B. To facilitate the organisation of paperwork, a digital template for the family binder can be provided for an additional fee. This will allow participants to download the template and more easily assemble their own family binder according to their needs.

3 – Happier, More Productive Weeks - Reclaim 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.

4 – 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

5 - On the Same Wavelength: 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

6 - Top Organising Tips for Returning to Work after a Parental Leave!



Returning to work after maternity or parental leave is an important milestone—and sometimes a challenging one. Between new family routines, professional adjustments, and the struggle to find time for yourself, organization can become your greatest ally in regaining balance.

This talk offers concrete strategies to ease the transition and reduce the stress of returning to professional life.

Through real-life examples and practical tips, we'll explore:

- how this transition affects our different roles (as individuals, parents, employees, and more);
- steps to prepare for re-entering the workplace;
- your child's integration into childcare;
- how to plan and manage family responsibilities;
- and, most importantly, how to protect time for yourself in your new routine.

A caring, practical session filled with ideas to help you return to work more calmly—and bring a little more ease to your everyday life.

Duration: 1 hour or 90 minutes

7 - Digital Photos: Get Organised Once and for All and Savour your Memories



Digital photos accumulate at an astonishing rate, filled with smiling faces (or the funny grimaces of kids who don't want to cooperate!), screenshots, and even photos taken by mistake.

As a result, thinking about managing these photos often makes us lose our smile...
But what if organizing your photos wasn't so complicated?

By the end of this workshop, you'll be able to create a plan to:

1. Back up your photos - how and why;
2. Set up a system that includes:
 - the main platform to store your digital photos,
 - organizing and sorting your photos;
3. Create a digital photo book - what to include to create a multisensory experience;
4. Evaluate other options (besides an album) when your time is limited.

Available formats: 1 hour 30 minutes or a 3-hour workshop.

8 - 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



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.