

SPEAKER KIT

Nicola Evans

Pronouns: She/Her

Professional Organising & Productivity Expert
Sort it Now (Owner – established 2007)

Phone: 1300 276 784

Mobile: 0437 192 911

PO Box 3179, Murrumbeena VIC 3163

nicola@sortitnow.com.au

www.sortitnow.com.au

www.linkedin.com/in/sortitnow

www.facebook.com/sortitnow

www.instagram.com/sortitnow



SPEAKING & WORKSHOP ENGAGEMENTS:

- Nicola is available to speak to small or larger groups and can tailor a presentation to audience specific needs.
- Microphone generally not required for small groups, otherwise lapel microphone preferred.
- Nicola can prepare and provide professional slide presentation on MacBook Pro or separate USB.

Nicola can deliver:

- **Talks** - generally available for period of 20 to 60 mins
- **Practical Workshops** – generally available from 1 to 4 hours or full day
- **Question & Answer Sessions** with attendees - available separately or as part of talk/workshop.

SPECIALIST TOPICS:

Nicola can tailor a presentation to your audience specific needs, event theme and time allocation. Designed to inspire, educate and entertain – sessions deliver valuable information, tips and practical advice to transform the way you live, work and spend your time.

Specialist topics include:

- **The Benefits of Decluttering** – Why less can be more, common challenges, changing your thinking and practical points to help you get started.
- **7 Steps to Organised Success!**
How to declutter, organise & maintain your home with our proven system.
- **How to Create a Paper Management System that Works!**
How to cut down on paperwork and get the important things done in just 10 mins a day.
- **Power-Up your Productivity**
How to best manage your time, tasks and routines so you can get the important things done and restore balance to your life.
- **Unclutter your In-Box & Win the Email War!**
Cut through the overwhelm and take back control of your email.
- **Create your Perfect Pantry & Meal Planning made Easy**
Discover how to eat well, save money and waste less.
- **Curate an Organised Wardrobe to Look and Feel Fabulous**
- **Create Your Perfect Pantry and Meal Planning Made Easy**

ABOUT NICOLA:

- Professional Member of National Association of Productivity & Organising Professionals (NAPO)

- Expert Accreditation awarded by Australasian Association of Professional Organisers (AAPO)
- Residential Organising Specialist Certificate (awarded by NAPO)
- Household Management Specialist Certificate (awarded by NAPO)
- Life Transitions Specialist Certificate (awarded by NAPO)
- Team Productivity Specialist Certificate (awarded by NAPO)
- Workplace Productivity Specialist Certificate (awarded by NAPO)
- Accredited Mental Health First Aider
- Hoarding Home Solutions Graduate
- Police Check & Working with Children Check

IMAGES

The following images are available to be used for events once permission granted by Nicola.

<https://www.dropbox.com/sh/x9w9skrrzgv4lxf/AACU5OUHVaqQzBO73TTadjwEa?dl=0>

You can edit these headshots for shape and size plus add overlay text as needed for your event.

These photos remain the property of Sort It Now.

BIOS

These can be used to promote your event with Nicola Evans as speaker.

Short Bio:

Nicola Evans is an Expert Accredited Professional Organiser and Productivity Coach with more than 15 years' experience. She enjoys working with busy professionals to declutter their space and schedule, creating a calm organised environment, allowing more time for the important and meaningful things in their lives. (46 words)

Long Bio:

Nicola Evans is an internationally-recognised and expert accredited professional organiser and productivity consultant and the founder of Sort It Now. She emigrated from the UK to Melbourne in 2006 and established Sort It Now in 2007 to help people free up time and space in their lives.

As a natural born organiser with over 30 years of experience in corporate, public sector & small business, Nicola's background covers finance, IT, administration, project-management, marketing and design. Nicola loves organising spaces and draws on a wealth of practical experience to combine functionality with great design.

A lifelong passion for organising has led to Nicola become a specialist in the management of paper and digital information - both at home and in the workplace. By delivering the benefits of better organisation, Nicola's hands-on approach shares the power of positive mindset and a greater ability to achieve life goals in a way that's meaningful and sustainable. (152 words)