



NATIONAL CENTER for  
**YOUTH ISSUES**

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*Speakers Bureau*



# Melissa Gratias

PRODUCTIVITY CONSULTANT, AUTHOR, AND SPEAKER

Melissa Gratias, Ph.D., is an international speaker, coach, blogger, and author. For more than 20 years, Melissa's coaching and consulting work has improved productivity for multinational, billion-dollar companies as well as individual solopreneurs. She creates workable systems so people can accomplish their professional goals in less time and with less stress. As a result, thousands of business owners, CEOs, and other overwhelmed professionals have become more focused, effective, and balanced in their lives and work. Melissa's expertise helps people thrive, and according to her clients, she is knowledgeable, approachable, and "ridiculously fun to work with."

## A BRIEF LOOK AT MELISSA'S KEYNOTE SESSIONS

### **The Psychology of Productivity**

Getting organized at work is an emotion-laden journey for many people. In this one-hour keynote, Dr. Gratias describes five case studies of clients whose experiences and results will resonate with and inspire you. Sometimes the biggest hurdle is your own brain.

### **Our Overscheduled and Overwhelmed Young People: Seraphina's Story**

In today's world, children are often as overcommitted as adults. They feel pressured to participate in every activity from sports to dance to social clubs. And none of these things are bad—until they begin to steal a child's joy. In this keynote, Dr. Gratias uses her storybook, *Seraphina Does Everything* to illustrate issues affecting our children, such as FOMO (fear of missing out), social media, and generational trends. She offers concrete tips for educators and parents to help children to learn to balance their priorities and manage time. Seraphina's story teaches us that when we let go of some things and choose what we enjoy most, it makes everything way more fun!

## A BRIEF LOOK AT MELISSA'S WORKSHOP SESSIONS (continued on the back)

### **The ROI of Time Management**

Many professionals have more work to do than time to complete it. Time and task management are critical competencies for professional success and work/life balance. However, it is hard to allocate time to plan and organize. Dr. Gratias knows the time management activities that have the biggest "bang for the buck" and will guide you through making informed choices about where to invest your efforts.

This course will help you:

- Diagnose your personal time management difficulties
- Reorient yourself toward the time management choices, activities, and tools that produce optimal results
- Set goals and devise action strategies to implement meaningful improvements

Contact Robert Rabon at [rrabon@ncyi.org](mailto:rrabon@ncyi.org) or 423-309-4300 to engage Melissa for your event

## The Superhero Power of Setting Goals

There is no better way to direct and focus your efforts than to set goals, but there is a right way to do it. In this workshop, Dr. Gratias addresses the do's and don'ts of creating goals that will transform your organization and life.

Participants will learn:

- Why goal setting works and when it doesn't
- The three critical elements of a goal that research shows will lead to success
- When you should abandon or revise your goals
- How to set goals without getting overwhelmed

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## Rituals that Work: How to Gain Control of Your Time

A ritual is, by definition, a series of steps that are followed faithfully. In this seminar, you will learn how to incorporate rituals into your work to keep your to-do list updated, calendar managed, and fires extinguished before they even start.

Topics covered include:

- How to take advantage of our natural human tendencies to follow rituals
- The most productive ways to start and end your work days
- How to stay on track with goals, metrics, and projects
- The importance of flexibility and the trap of perfectionism

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## Project Management for Regular Folks

Managing projects is becoming a part of most every person's job. This introductory course for people who manage projects as a part of their regular job reviews the basic components of managing and organizing projects including:

- Scoping a project to prevent scope creep
- Task tracking to keep projects moving forward
- Meeting management that facilitates communication
- Results reporting to project sponsors and stakeholders

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## How to Get People To Change...Even When Nobody Wants To

Change is a constant. However, few people like – much less love – changing. In this two-hour session, Dr. Gratias helps people who are responsible for leading and implementing changes:

- Understand the psychology underlying change resistance
- Employ proven strategies to influence people to become change champions

Participants will gain a greater appreciation of the process of change and understand how they can work *with* people to move change strategies forward.



### Seraphina Does Everything (Gr 3-6)

*If I don't open every door to see what lies within,  
I'll miss an opportunity that might not come again.  
I stay busy day and night, through winter, fall, and spring.  
I crush my fear of missing out by doing EVERYTHING.*

#### **Seraphina wants to do it all.**

And she does! From soccer to ballet to French club, her schedule is jam-packed. There are so many options and doors to walk through in life, and Seraphina doesn't want to miss a thing!

So, if Seraphina is doing all the things she wants to do, why does she feel so blue? With help from her dad, Seraphina discovers that in trying to do everything, she is missing out on her favorite things. Available in hardcover and paperback. 32 pages.