



**MINDFULTECHIE™**

Live a Balanced Life in a Digital World



# PROGRAM DESCRIPTIONS

**MEICO MARQUETTE WHITLOCK**

Founder and CEO

Mindful Techie

[meico@mindfultechie.com](mailto:meico@mindfultechie.com)



**Hello!**

**I'm Meico Marquette Whitlock.**

**I'm a speaker and trainer on mindfulness, work-life balance, and technology. I help you live a more balanced life in a digital world.**

**Nice to meet you!**

I've worked across sectors for nearly two decades by connecting people, information, and technology in ways that promote wellness and lasting social good. I'm based in the Washington, D.C. area and Salvador da Bahia Brazil, and travel domestically and internationally.

I'm a **trainer and speaker** on work-life and tech-life balance. I teach on topics at the intersection of wellness, technology, and productivity.

I'm a **certified mindfulness teacher** and a digital wellness coach with a focus on trauma-informed mindfulness for underserved communities. I'm also a **certified virtual presenter**.

Through speaking, training, and coaching, I teach changemakers who are creating positive change for people, animals, and/or the planet how to live balanced, intentional, and productive lives in a digital world.

I have worked with organizations such as Cigna, Greenpeace, and the World Wildlife Fund. I have been a featured speaker on ABC News, Fox 5, Radio One, and on the main stage at events such as the Nonprofit Technology Conference, and served as a guest lecturer at Tufts School of Medicine.

I'm the creator of *The Intention Planner*, a daily planner for purpose-driven high achievers and organizations who want to have a positive impact on the world without burning out and being overwhelmed or distracted by all the technology in their lives.

As a **speaker and trainer**, I help you reclaim your life from digital distractions, news and information overload, and work-life imbalance so that you have time to live a more fulfilling and productive life while at work and at home.

In my previous career, I was a communications director and non-profit techie focused on leveraging information and communications technology to improve the health of underserved communities.

Examples of topics covered in my talks and trainings include:

- Reclaiming Your Time from Digital Distraction and News & Information Overload
- Mastering Work/Life Balance in a Digital World
- How to be a Mindful Leader and Social Change Agent

# MISSION, VISION, AND VALUES

## MY MISSION

To permanently liberate 1000 changemakers from technology and work-life overload.

## MY VISION

To create a culture of wellbeing for all changemakers so they can do their best work and live their best lives while sustainably addressing our greatest challenges and creating a better world for all of us.

## MY VALUES

- I partner with changemakers (people and organizations making a positive difference for people, animals, and our planet) that embrace the value of radical inclusivity. This means I work with people of all backgrounds and abilities who are committed to making a positive difference in the world while living a full, integrated, and balanced life.
- Everyone that shares the values of unconditional love and radical inclusivity is welcomed regardless of race, color, religion, spirituality, ethnic or national origin, age, ability, gender, gender identity, gender expression, or sexual orientation.
- I believe everyone is called to a higher purpose that supersedes “work,” careers, and profit at all costs. Together, our work is to uncover it and live it.
- I embrace and lean into discomfort and celebrate courageous vulnerability as part of the path for long-term and sustained personal and professional growth and evolution.

# OFFERINGS

## TRAINING & FACILITATION (VIRTUAL OR IN-PERSON)

Training is training delivered to a private group. Facilitation services include executive retreats, strategic-planning meetings, and gatherings to address workplace change. Training and facilitation engagements range from a half-day to multiple days.

## KEYNOTE SPEAKING (VIRTUAL OR IN-PERSON)

If you are looking for a keynote speaker for your next event, I can engage, entertain, and educate your group. Keynote presentations range from 45 minutes to an hour.

## ONLINE COURSES

Online courses and training are facilitator-led programs delivered via Zoom. Pricing for web-based training courses is by the module. A module runs between 90 minutes and two hours. Courses may consist of one module or may include as many as six or more.

## COACHING & CONSULTING

Sometimes clients have needs not addressed by training, coaching, facilitation, or keynote speaking. For those clients, I offer a broad range of consulting services. Fees for consulting depend entirely on the complexity of the project and are handled on a case-by-case basis.

## ADDITIONAL RESOURCES

Intention Planners, workbooks, and online courses are available at a substantial discount for event coordinators and meeting planners to provide as educational resources or gifts for attendees.

Not sure what option will work best or don't see exactly what you're looking for? Let's chat! I welcome the opportunity to learn more about you and how I may be able to provide support.



Planners are available online at: [mindfultechie.com/planner](https://mindfultechie.com/planner)

**"THE SESSION WAS AS MUCH FUN AS IT WAS TRANSFORMATIVE! I TOO WALKED AWAY WITH SOME 'PRECIOUS NUGGETS' OF INSIGHT ABOUT HOW TO BE MORE MINDFUL AND INTENTIONAL IN MY LEADERSHIP AND PERSONAL LIFE. I WILL MOST DEFINITELY INCLUDE THIS SESSION IN FUTURE FELLOWSHIP RETREATS."**

**LYNETTE AYTCHE, PSYD  
DIRECTOR, LEADERSHIP DEVELOPMENT INSTITUTE  
ZERO TO THREE**

**"YOUR SESSIONS WERE FANTASTIC! SEVERAL OTHER PEOPLE COMMENTED TO ME HOW MUCH THEY APPRECIATED THEM. I CERTAINLY BROUGHT HOME A LOT, AND I'VE ALREADY STARTED IMPLEMENTING."**

**DANIELLE WARD  
PRESIDENT  
ASSOCIATION OF LUTHERAN DEVELOPMENT EXECUTIVES  
(CHICAGO CHAPTER)**

# POPULAR PROGRAMS AT-A-GLANCE

## CULTURE + HYBRID WORK

---

HOW TO MAKE HYBRID WORK *WORK*

CREATING A HEALTHY, MINDFUL, AND RESILIENT HYBRID  
WORKPLACE CULTURE

HOW TO USE GAMES TO CREATE A HEALTHIER HYBRID WORKPLACE  
CULTURE & A MORE PRODUCTIVE TEAM

---

## LEADERSHIP

---

HOW TO BE A MINDFUL CHANGEMAKER AND SOCIAL CHANGE AGENT  
IN UNCERTAIN TIMES

---

## MINDFUL PRODUCTIVITY

---

HOW TO HAVE BETTER MEETINGS—ZOOM, ROOM, OR HYBRID

EMBRACING NEURODIVERSITY IN THE HYBRID WORKPLACE:  
CREATING INCLUSIVE AND THRIVING PROFESSIONAL ENVIRONMENTS

---

## MINDFULNESS

---

MINDFULNESS @ WORK: HOW TO CREATE CALM AND MINDFULLY  
BOOST FOCUS AND PRODUCTIVITY IN THE HYBRID WORKPLACE

---

## WELLNESS + SELF-CARE

---

WORKPLACE WELLNESS AND SELF-CARE FOR CHANGEMAKERS:  
THRIVING IN AN ERA OF BURNOUT AND OVERWHELM

---

## TECHNOLOGY

---

CONQUERING TECH DISTRACTION & COLLABORATION OVERLOAD:  
HOW TO MASTER TECH-LIFE BALANCE & DIGITAL WELLNESS

---

# PROGRAM DESCRIPTIONS

## CULTURE + HYBRID WORK | HOW TO MAKE HYBRID WORK WORK

---

**Description:** Despite things opening up again, you're in the midst of a pandemic that continues to evolve. And uncertainty about what the workplace will look like (remote, hybrid, or in-person) and how you will stay connected to colleagues and clients is stressing you out. So you may be wondering: how do you boost collaboration and connection, address common hybrid workplace challenges, and get work done in a post-pandemic world?

This fun training will provide an overview of well-being in the hybrid workplace and a review of evidence-based strategies for taking care of yourself and being productive while staying connected, collaborating effectively, and having less stressful meetings as you settle into the next season of life and work.

### Learning intentions:

- Get an overview of the latest research on the post-pandemic workplace.
- Learn best practices and strategies for mindfully staying connected, productive, and inspired in the hybrid workplace.
- Understand how to manage your team or manage up to your supervisor when you can't see them.
- Learn a framework, practical strategies, and tools for increasing work-life balance, combatting overwork and burnout, and increasing employee satisfaction.

### Course benefits:

- Increased productivity and engagement
- Better cross-team communication and collaboration
- Higher levels of employee engagement and wellness

**Target audience:** All employees and teams struggling with how to stay connected, productive, and inspired when they may be working 100% remotely or alternating between an in-person and virtual workplace.

**Format:** Instructor-led workshop (virtual)

**Course length:** 2-hour or 4-hour workshop (also available as a keynote, retreat, virtual pre-recorded program, or a custom format that you choose)

**Pre-requisites:** None

## CULTURE + HYBRID WORK | CREATING A HEALTHY, MINDFUL, AND RESILIENT HYBRID WORKPLACE CULTURE

---

**Description:** Not sure of the best way to work with your team when some are in the office and some are remote? Or you wonder how to encourage employee engagement, trust, and balance when the lines between work and personal life are blurred or even nonexistent? How do you



collaborate with or manage a team when you're not all in the same room in a healthy and mindful way? Now's the perfect time to focus on your team's workplace culture.

If this sounds like you, join this fun, interactive training experience on best practices for creating a healthy and mindful hybrid workplace culture for yourself, your team, and your organization. These are essential skills for advancing your organization's mission and getting things done in a remote-first world.

### **Learning intentions:**

- Learn practical strategies for fostering a healthy and mindful hybrid workplace culture.
- Understand best practices for effective collaboration and communication in the hybrid workplace.
- Identify ways to find and sustain well-being in the hybrid workplace.
- Be inspired and motivated to create a hybrid workplace culture plan.

### **Course benefits:**

- Better cross-team communication and collaboration
- Higher levels of employee engagement and wellness
- Stronger employee relationships and an overall healthier workplace culture

**Format:** Instructor-led workshop (virtual)

**Target audience:** All distributed, hybrid, or remote employees and teams and their managers who are struggling with effective collaboration and creating a healthy culture in the hybrid workplace.

**Format:** Instructor-led workshop (virtual)

**Course length:** 2-hour or 4-hour workshop (also available as a keynote, retreat, virtual pre-recorded program, or a custom format that you choose)

**Pre-requisites:** None

## **CULTURE + HYBRID WORK | HOW TO USE GAMES TO CREATE A HEALTHIER HYBRID WORKPLACE CULTURE & A MORE PRODUCTIVE TEAM**

---

**Description:** Today's workplaces are increasingly hybrid, with people working from different locations, communicating and collaborating asynchronously. This makes it harder to foster meaningful connections and alignment across a team. Playing games with a team is an invaluable experience to build connections, establish communication, navigate conflict, and create a safe space for navigating challenging work and life transitions.

The pandemic gave many of us the opportunity to reset, realign, and pivot. But we've also experienced a collective trauma that has dramatically changed how we approach life and work. We're grieving the loss of loved ones, the "old" way of doing things, and the loss of stability/predictability. and a way of life that will never return. The world has changed and will continue to evolve as we figure out what post-pandemic life will look like. And stress, burnout, and



unacknowledged trauma will undermine our recovery if we don't make personal and workplace well-being an urgent priority moving forward.

Games can be a powerful tool to relieve pandemic stress and explore better ways to balance work, life, and the distractions that seem to be getting in your way more often than they help you focus on mission-critical activities.

No matter your position or whether you work in person, remotely, or hybrid, this training will provide an overview of fun games, strategies, and best practices for increasing engagement on your team and creating a healthier hybrid workplace culture in a post-pandemic world.

### **Learning intentions:**

- Reflect on how the pandemic has impacted workplace culture and wellness.
- Learn how games can support you in creating a healthier hybrid workplace culture.
- Commit to trying one new game or strategy for yourself or team.

### **Course benefits:**

- Better cross-team communication and collaboration
- Higher levels of employee engagement and wellness
- Stronger employee relationships and an overall healthier workplace culture

**Format:** Instructor-led workshop (virtual)

**Target audience:** All distributed, hybrid, or remote employees and teams and their managers who are struggling with effective collaboration, engagement, and creating a healthy culture in the hybrid workplace.

**Format:** Instructor-led workshop (virtual)

**Course length:** 2-hour or 4-hour workshop (also available as a keynote, retreat, virtual pre-recorded program, or a custom format that you choose)

**Pre-requisites:** None

## **LEADERSHIP | HOW TO BE A MINDFUL CHANGEMAKER AND SOCIAL CHANGE AGENT IN UNCERTAIN TIMES**

---

**Description:** Do you find you have too many things on your plate and are continually putting out fires? Do you wish you were someone who can remain calm and focused, even during chaos and crisis? If this sounds like you, join this interactive training experience on being a mindful leader and social change agent in uncertain times. Bring an open mind and heart to this experiential learning and skills-based session, which will include exercises that encourage you to assess what drives you and to confront daunting concepts like legacy and mortality. We'll explore evidence-based techniques to help us slow down and shift from being mindless leaders to mindful leaders.

There will be no case studies or complicated research to unpack. Just commit to making a positive impact and taking your leadership skills to the next level. Be prepared to pause, reflect, share, and practice. You will come away inspired and motivated to be a more mindful leader and leave with practical insights you can immediately implement.

**This program is perfect for:**

- Leaders at all levels who want to take their leadership to the next level or are wondering how to lead with calm, focus, and compassion, even in the midst of seeming chaos and crisis.

**Learning intentions:**

- Learn what mindful leadership is and is not.
- Assess their mindful leader score.
- Reflect on their leadership intention and how to use it to guide setting priorities.
- Practice being a mindful listener and communicator.
- Learn how to create the space to lead at their highest level.
- Make a 90-day commitment.

**Course benefits:**

- Better cross-team communication and collaboration
- More effective team leadership, including managing up and managing down
- Increased team emotional intelligence

**Format:** Instructor-led workshop (virtual)

**Target audience:** All employees and leaders at all levels who want to take their leadership to the next level or are wondering how to lead with calm, focus, and compassion, even in the midst of seeming chaos and crisis.

**Course length:** 2-hour or 4-hour workshop (also available as a keynote, retreat, virtual pre-recorded program, or a custom format that you choose)

**Pre-requisites:** None

## **MINDFUL PRODUCTIVITY | HOW TO HAVE BETTER MEETINGS—ZOOM, ROOM, OR HYBRID**

---

**Description:** As we embrace the hybrid workplace model, it is important to carefully design which parts of our work should be done in-person, virtual, or a mix of both. The question isn't where or how we should meet, but whether the meeting objectives are complex or simple or task-based or relationship-based. Thinking about time, technology, and togetherness, we can reinvent our meetings to be more productive and improve our well-being.

This interactive workshop will present a simple framework to help design more effective meetings that participants apply to any type of meeting. Participants will learn practical tips for dealing with time, technology choices, and inclusive meetings no matter whether they are Zoom, rooms, hybrid, or something else.

## Learning intentions:

- Learn practical strategies for designing intentional, effective, and less stressful meetings.
- Understand when to meet in person, hybrid, remote, or not at all
- Assess your hybrid fluidity score.
- Learn the difference between synchronous and asynchronous collaboration.

## Course benefits:

- More effective, inclusive, engaging, and less stressful meetings
- More effective team communication and collaboration in and out of meetings

**Format:** Instructor-led workshop (virtual)

**Target audience:** All employees and teams struggling with stressful, ineffective effective, and boring hybrid, remote, or in-person meetings.

**Course length:** 2-hour or 4-hour workshop (also available as a keynote, retreat, virtual pre-recorded program, or a custom format that you choose)

**Pre-requisites:** None

## **MINDFUL PRODUCTIVITY** | RECLAIMING YOUR TIME: EFFECTIVE TIME MANAGEMENT IN A CHANGING WORLD

---

**Description:** Do you spend your days in a perpetual state of distraction, rushing from one thing to the next only to discover you haven't accomplished the most important things on your to-do list when work ends? Is your calendar overloaded and there's never enough time to get ALL the things done? The world has changed and the way we work has to change, too. If you're ready to reclaim your time, join this fun, interactive training on how to organize each day so you can hone in on the most important tasks and accomplish them efficiently and effectively while maintaining focus in today's always-on and hyperconnected world.

## Learning intentions:

- Uncover the roadblocks that get in the way of effective time management.
- Apply the three dimensions of effective time management.
- Learn the fundamentals of setting clear, achievable priorities.
- Understand the difference between urgent and important tasks.
- Learn the 7 things you must do to plan a productive day and week.
- Set up your calendar the right way.
- Protect your time and attention from email, social media, and device distraction.
- Effectively say YES and NO and delegate.
- Run intentional, efficient, and effective meetings.

## Course benefits:

- More confident and productive teams

- More effective team communication and collaboration

**Format:** Instructor-led workshop (virtual)

**Target audience:** All employees and teams struggling with stressful, ineffective effective, and boring hybrid, remote, or in-person meetings.

**Course length:** 2-hour or 4-hour workshop (also available as a keynote, retreat, virtual pre-recorded program, or a custom format that you choose)

**Pre-requisites:** None

## **MINDFUL PRODUCTIVITY | EMBRACING NEURODIVERSITY IN THE HYBRID WORKPLACE: CREATING INCLUSIVE AND THRIVING PROFESSIONAL ENVIRONMENTS**

**Description:** This interactive workshop is designed for mission-driven professionals seeking to foster neurodiversity inclusion in the ever-evolving hybrid workplace. Neurodiversity, which encompasses a range of neurological differences, brings unique perspectives and talents to the table. To create a more inclusive and productive work environment, it's essential to understand the challenges neurodivergent (ND) individuals face, identify their needs for thriving at work, and equip non-divergent colleagues with the knowledge and skills to be better allies.

Join us to explore the top challenges faced by ND individuals in the workplace, discover the key elements needed for their success, and learn how workplaces can evolve to meet these needs. We'll also delve into real-world success stories and case studies, providing actionable insights for creating a more inclusive and neurodiverse workplace culture.

### **Learning intentions:**

- Understand the top challenges neurodivergent individuals face in the workplace, including communication, sensory sensitivity, and workplace culture barriers.
- Learn the benefits of neurodiversity for innovation and problem-solving within teams and organizations.
- Explore actionable steps for adapting workplace policies, recruitment, and leadership practices to better support neurodivergent individuals.

### **Course benefits:**

- More inclusive and productive teams
- More effective team communication and collaboration

**Format:** Instructor-led workshop (virtual)

**Target audience:** All employees and teams struggling with stressful, ineffective effective, and boring hybrid, remote, or in-person meetings.

**Course length:** 2-hour or 4-hour workshop (also available as a keynote, retreat, virtual pre-recorded program, or a custom format that you choose)

**Pre-requisites:** None

## **MINDFULNESS** | MINDFULNESS @ WORK: HOW TO CREATE CALM AND MINDFULLY BOOST FOCUS AND PRODUCTIVITY IN THE HYBRID WORKPLACE

---

**Description:** Even on our best days, stress can get in the way of being fully focused and doing our best work. This means burnout, disengagement, more sick days, and strained relationships in the workplace.

In the wake of everything happening in the world, it's never been more critical for leaders and teams to address employee well-being. This session introduces leaders and teams to workplace mindfulness in a practical and accessible way to address wellness at work. There are no case studies or complicated research to unpack. This fun session provides an opportunity to pause, reflect, share, and inspire you to practice being a more mindful leader.

### **Learning intentions:**

- Learn what workplace mindfulness and wellness is, the latest trends, and the science and evidence behind it.
- Practice evidence-based mindfulness and wellness practices for stress reduction and improving focus so teams can do their best work.
- Learn strategies for mindful productivity, technology, and creating work-life and tech-life balance.
- Leave with practical insights they can implement immediately.
- Create workplace wellness and mindfulness plans for themselves and their teams.

### **Course benefits:**

- Improve the mental and emotional well-being of teams
- Increased performance and productivity
- Healthier workplace culture

**Format:** Instructor-led workshop (virtual)

**Target audience:** All employees and teams looking to improve the mental and emotional well-being of their teams, boost performance, and create a healthier workplace culture.

**Course length:** 2-hour or 4-hour workshop (also available as a keynote, retreat, virtual pre-recorded program, or a custom format that you choose)

**Pre-requisites:** None

## **WELLNESS + SELF-CARE** | WORKPLACE WELLNESS AND SELF-CARE FOR CHANGEMAKERS: THRIVING IN AN ERA OF BURNOUT AND OVERWHELM

**Description:** Even with all the talk about things opening up again, the anxiety most of us have felt during the pandemic will not disappear magically. Stress and burnout will undermine our recovery if we do not make personal and workplace well-being an urgent priority.

---

To top it all off, the daily barrage of Zoom calls, emails, and Teams messages which distract you and stress you out has increased. You know there must be a better way to take care of yourself and balance work, life, and the tech tools that seem to be getting in your way more often than they help you focus on mission-critical priorities.

If this sounds like you, this fun and interactive training will inspire you with mindful approaches for self-care and creating sustained balance in your life and work so you can lower your stress level, focus on getting the important things done, and be more present for yourself, your colleagues, and your family. There will be no case studies or complicated research to unpack. Come prepared to pause, reflect, share, and practice living a more balanced life in the “new normal.”

**Learning intentions:**

- Learn how the pandemic has impacted workplace well-being and burnout.
- Learn practical strategies for self-care and work-life and tech-life balance in the post-pandemic workplace.
- Create your 90-day self-care plan.
- Commit to putting one thing you learn into action to boost your self-care and find more balance in your life and work.

**Course benefits:**

- Improve the mental and emotional well-being of teams
- Increased performance and productivity
- Healthier workplace culture

**Format:** Instructor-led workshop (virtual)

**Target Audience:** All employees and teams struggling with overwhelm, burnout, and finding balance in the post-pandemic workplace.

**Course length:** 2-hour or 4-hour workshop (also available as a keynote, retreat, virtual pre-recorded program, or a custom format that you choose)

**Pre-requisites:** None

---

## **TECHNOLOGY | CONQUERING TECH DISTRACTION & COLLABORATION OVERLOAD: HOW TO MASTER TECH-LIFE BALANCE & DIGITAL WELLNESS**

---

**Description:** You and your team love what you do and you're good at it. But your personal and professional lives have been disrupted. Your job has changed dramatically as you grapple with how to get things done with little to no human contact. And the daily barrage of emails, texts, tweets, and meetings that distract you and stress you out has increased. You know there must be a better way to manage your work and the tech tools that seem to be getting in your way more often than they help you focus on clients and mission-critical activities.

This fun, interactive session on digital wellness will motivate and inspire you to mindfully use technology to lower your stress level, create balance, and be more present for yourself, your team, and your clients.

**Learning intentions:**

- Learn what digital wellness is and practical strategies to integrate it into their life and work.
- Uncover strategies for using digital tools to increase productivity and effective team collaboration.
- Understand the biggest challenges getting in the way of their digital wellness and solutions for addressing them.
- Learn best practices for creating greater work-life and tech-life balance, boosting digital productivity, and conquering technology burnout.
- Create a digital wellness plan for themselves and their team.

**Course benefits:**

- Improved digital wellness and digital hygiene
- Increased performance, productivity, and effectiveness using the right digital tools
- Healthier workplace culture

**Format:** Instructor-led workshop (virtual)

**Target audience:** All employees and teams struggling with how to maintain mental and emotional wellness, increase digital productivity, get a handle on increased screen time, and effectively collaborate in a mostly virtual workplace.

**Course length:** 2-hour or 4-hour workshop (also available as a keynote, retreat, virtual pre-recorded program, or a custom format that you choose)

**Pre-requisites:** None



**"MEICO - I THINK OF YOU EVERY DAY  
NOW AND ALWAYS FIND SOMEONE'S  
BEAUTIFUL PICTURE ON INSTAGRAM AS A  
REMINDER TO FIND SOMETHING BEAUTIFUL  
AND SLOW DOWN."**

**AMY SAMPLE WARD  
C.E.O.  
NTEN: THE NONPROFIT TECHNOLOGY NETWORK**

**"SUCH A GOOD TALK! MINDFULNESS  
PRACTICES CHANGED MY LIFE, SO  
IMPORTANT TO KEEP IN MIND."**

**KATY MCINTYRE  
ONLINE MARKETING COORDINATOR  
YEEBOO DIGITAL**

**"MEICO YOUR IGNITE [TALK] WAS SO  
AWESOME!!!"**

**MADDIE GRANT  
DIGITAL STRATEGIST  
WORKXO**

**Learn more at  
mindfultechie.com**

**Meico Marquette Whitlock  
Founder and CEO  
Mindful Techie  
meico@mindfultechie.com  
301-246-0788**