

MEICO MARQUETTE WHITLOCK helps purpose-driven organizations and professionals who want to live a more balanced life in a digital world, reclaim their lives from technology distraction, information overload, and work-life imbalance.

RECLAIM YOUR LIFE

from technology distraction, information overload and work-life imbalance!

- **Reclaim your life** from the grips of seemingly never-ending email, social media, your devices, and other digital technology so that you can live life on your own terms rather than in response to the latest notifications from your smartphone.
- **Live a fulfilling personal life** outside of your work and while also being more effective when you are at work.
- **Say YES to priorities** that align with your vision and NO to those that are incompatible so that you can free yourself from unnecessary obligations.
- **Assess how you are investing your time** so that you can focus on doing what matters most.
- **Find more space for your life** and the best digital tools to structure your day for improved focus and productivity.

Meico Marquette Whitlock helps purpose-driven organizations and professionals who want to live a more balanced life in a digital world, reclaim their lives from technology distraction, information overload, and work-life imbalance. As a speaker and trainer on mindfulness and technology, and the founder and CEO of Mindful Techie LLC, Meico works with organizations and individuals invested in living full, whole, integrated, and balanced lives.

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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
CEO, NTEN: The Nonprofit Technology Network

Meico your ignite [talk] was so awesome!!!

MADDIE GRANT
Digital Strategist, WorkXO

It was a great workshop and I hope we can hire him again to host a longer version in the future!

KYLE TAYLOR
Senior Communications Manager, NASTAD

He provided relevant time management strategies that are critical in an age where 24/7 news, social media and email competes for every moment of our attention. His knowledge of technology and digital tools empowered me with productivity tips that I could implement immediately.

SAMANTHA MCCOY
Communications Consultant



7 Steps for Reclaiming Your Time from Technology Distraction, Information Overload, & Work-Life Imbalance

by Meico Marquette Whitlock

STEP 1: HAVE A CLEAR VISION. Regularly reflect on your highest personal and professional vision, and intentions for using technology and consuming information.

STEP 2: SET CLEAR, ACHIEVABLE PRIORITIES. Regularly set priorities that align with your vision.

STEP 3: INVEST YOUR TIME WISELY. Remember you are in control of your schedule and how you interact with technology, news, and information.

STEP 4: SAY YES! Say YES to activities that are consistent with your vision and priorities.

STEP 5: SAY NO! Say NO to activities that are inconsistent with your vision and priorities.

STEP 6: SEEK SUPPORT. Seek support from people who can help hold you accountable for realizing your vision. Use tools and apps that help you protect your time and focus.

STEP 7: BE FLEXIBLE. Things don't always unfold as we expect. When you lose your focus, gently return your attention to your original intentions. Be flexible and make adjustments as needed.

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