

---

# **CENA BLOCK'S TRAINING WORKSHOP SUMMARIES & SIGNATURE PRESENTATION TOPICS**

*Offered by:*

*Cena Block, The Clarity Catalyst  
Founder & Owner Sane Spaces, LLC*

## *Contact Information for Cena Block*

**Address** 100 Snapdragon Court, Milford, PA 18337

**Phone** 570-351-7146

**Email** - [cena@sanespaces.com](mailto:cena@sanespaces.com)

**Website** - [www.sanespaces.com](http://www.sanespaces.com) **Blog** - [www.sanespaces.com/blog](http://www.sanespaces.com/blog)

For an in-depth interview with Cena, go here: [FAQ – Interview with Cena](#)





## *Cena Block's Biography*

Cena Block is an expert trainer, group facilitator, author, and motivational speaker. Cena works with corporate and non-profit groups to deliver her engaging, interactive and shape-shifting workshops and keynote programs. She is the founder of SaneSpaces.com and creator of several workshops and group programs.

Her professional expertise comes from more than 25 years in human performance management, people and project management, coaching, entrepreneurship, training design, delivery, and consulting.

Cena's workshops provide a unique combination of self-assessment, success principles and wellness practices designed to help people take powerful actions, ignite their passions, and create time to enjoy their lives. Her workshops are perfect for staff, team or group events and

designed for corporate and non-profit groups, teams and organizations.

Privately, Cena coaches professionals and "mom"preneurs to rediscover their passions and weave their past and future professions into successful, manageable and purposeful business that support a life they love. Her group coaching programs are all about helping entrepreneurs (and specifically mompreneurs) find their way forward in the world of entrepreneurship, whether they are currently managing a business venture, or are simply testing the mompreneurial waters and figuring out what is next. She specializes in helping people fly without a net!

Cena is the creator of three Signature Group Coaching Programs:

- ❑ **AWAKE™** Manage Your Time To Love Your Life
- ❑ **ASPIRE™** Organizing Success System
- ❑ **Being AWESOME™** Reconnect, Rejuvenate & Re-launch

These programs help people take powerful actions that fully honor who they are, ignite their passions, and enable them to design life strategies and businesses full of purpose and vitality.

Cena is a straight talker (and a great singer) who is courageous enough to tell it like it is. Her 'one step over the line' sense of humor is all about having fun and embracing the moment. Cena believes that wholeness and happiness show up when you accept, embrace, integrate, and celebrate the one and only you! Her mantra is "*Embrace your whole self and be exactly who you are*". Through her workshops, signature programs, and VIP coaching days, Cena shows her clients how to engage and take control of their personal and professional lives in order to live authentically with abundance and gratitude.

## Overview

As a productivity and business consultant over the past decade, I've worked with several private clients to develop and deliver half and full-day workshops designed around productivity topics such as time management, organizing, meetings, communication and workflow process improvement.

My workshops are designed, tested and proven to be effective with corporate work teams and employee groups. These workshops offer excellent content for staff development, productivity and team interventions, supervisor and employee skills improvement. Most are presented as half or full day workshops at client sites or locations.

My keynote and presentation topics are designed to be both informational, thought provoking and leave people feeling motivated and empowered to take action. They are flexibly designed and can be delivered as 45 minute topics or with optional activities and examples can make them up to 90 minutes in length.

## Specialties

Speaker/Facilitator, Personal Coach, Consultant, Mompreneur and Author. Cena is currently the President of the Northern NJ Chapter of National Association of Professional Organizers, (NAPO NNJ) & a member of both Pike County and Greater Scranton Chambers of Commerce.

## Background

Cena Block is an expert trainer, group facilitator, author, and motivational speaker. Cena works with corporate and non-profit groups to deliver her engaging, interactive and shape-shifting workshops and keynote programs. She is the founder of SaneSpaces.com and the designer of several signature workshops, talks and group programs.

Her professional expertise comes from more than 25 years of human performance management, managing teams, coaching, training design and delivery and entrepreneurship. She also holds certifications and accreditations in many world-wide training and coaching programs.

Cena has led employee engagement initiatives, directed performance planning, managed staff, and implemented improvement initiatives for an employee base of more than 28,000. She is master-certified as a facilitator, coach, leadership presenter, and productivity consultant.

Cena is the author of: *Getting It All Done in **The Unstoppable Woman's Guide To Emotional Well Being***. Cena's areas of expertise include career and self-development, curriculum design, teaming, management and leadership. Cena received both her Bachelor's Degree in Communications, and her Master's Degree in Corporate Communications from Ithaca College. She holds certifications in many human performance, coaching and training Systems. As a professional organizer, Cena has worked with chronically disorganized populations and those who struggle with ADHD, OCD, PTSD, TBI and other brain-related conditions.

For more information about my programs or to contact me to see how I may be able to help, call 570-351-7146 visit <http://www.sanespaces.com> or email [cena@sanespaces.com](mailto:cena@sanespaces.com)

## *Half & Full Day Interactive Workshops*

1. ***Beyond Organized: Embracing Your Natural Time & Space Style To Find Flow***
2. ***Can We Just Get Along? Communicating Effectively Using Social Styles***
3. ***Manage Your Time To Get Things Done: 20 Proven Productivity Strategies***
4. ***Power Office! Making Work, Work!***
5. ***Lead Effective Meetings***
6. ***Improving Work Processes: A Blueprint For Workflow Success***

## *Presentations & Keynotes*

1. ***How Unstoppable Women Entrepreneurs Get It All Done***
2. ***Top 10 Time Saving Strategies for Unstoppable Women***
3. ***Presenting Yourself With Confidence***
4. ***Conquering Clutter – Letting Go***
5. ***Organizing Myths and How To Overcome Them***

## *Group Coaching Programs*

1. ***AWAKE™ 6 Weeks To Managing Your Time & Loving Your Life***
2. ***ASPIRE™ 6 Weeks To Uncluttered, Organized & Sane***
3. ***Being AWESOME™ - Reconnect, Rejuvenate & Re-Launch***

## *Recent Engagements*

- Award for Women Entrepreneur Keynote: *Helping Women Entrepreneurs Get It All Done*, October 2011
- SBDC Seminar Series: *Freedom & Power with Time & Space Styles*, October 2011
- Maternal Family Health Resources Keynote: *Communicating Effectively* June 2011, Leadership Training: *Leading Effective Meetings* August 2011
- National Association of Professional Organizers NNJ (NAPO NNJ) *Strategic Planning Group Facilitation* 2011, 2012
- NAPO National Conference: *Lessons on Board Leadership Panel Presenter* March 2012
- NAPO NNJ Board: *Can We Just Get Along? Understanding Social Styles*, March 2012
- University of Scranton Staff Senate: *Leading Effective Meetings* May 2011
- University of Scranton Library Staff Development: *Conquering Clutter & Letting Go* May 2012
- Web MD: *Managing Time To Get Things Done* Multiple date in 2011, 2012,
- Web MD: *Leadership Strategic Planning Meeting Facilitator*, 2012
- International Association of Administrative Professionals (IAAP) Wyoming Valley Chapter: *Presenting Yourself with Confidence*, April 2012
- Sussex County Community College, Women's Retreat Presentation: *Top 10 Time Management Strategies*, Multiple offers: 2009-2012

## *Links*

For more information and an in-depth interview with Cena – go [here](#).

## WORKSHOPS

These workshops offer excellent content for staff development, productivity and team interventions, and for supervisor, management and employee skills improvement. Workshops can be presented as either half or full day versions at client sites or locations.

### *Workshop Summary #1: Beyond Organized: Embracing Your Natural Style To Find Flow*

#### **Description**

Have you ever wondered why time and space are so illusive and continue to get in your way? Typically, time and space are the areas that cause most people a lot of pain. The illusion is that time and space are the dilemma, when in reality the problem may lie in the fact that you've never learned how to work with your natural style and habits. Beyond Organized gets you to the root of your dilemma and consistent struggle with time and space. This workshop introduces my proprietary system that finally gives you a tool to understand and embrace your natural styles, habits & behaviors using time and space. You'll not only better understand your natural style, you'll also learn how to use your strengths and identify the habits that get in your way. You will examine how to achieve flow by practicing a simple decision-making technique. This session will empower you and may literally change your life.

#### **Key Workshop Objectives**

1. Define Flow and Effortlessness
2. Define and understand the 6 Behaviors that anchors and define homeostasis within your Time and Space Style Preferences
3. 6 Time and 6 Space Style Preferences, Characteristics, Do's and Don'ts
4. Flow Foundations Model™, Free Decision Model™ & FLOW in Action™ Model
5. A personal action plan to launch you successfully forward in time and space

**Program Length: This program can be presented in either a half or full-day intensive**

### *Workshop Summary #2: Can We Just Get Along? Communication Success with Social Styles*

#### **Description**

Do you ever wonder why you completely connect with some people, and can not seem to work with others? Social styles are powerful underlying factors at play that determine whether one person is endorsed or rejected by another. This course can dramatically shift your relationships with others at work, and at play! Understanding your social styles, strengths, and idiosyncrasies and how you interact with others can determine whether you reach results, or fall into toxic relationship dynamics. If you want a game-changer for team and staff dynamics, this is a sure-fire hit!

#### **Key Workshop Objectives**

1. Understand the four dominant social styles
2. Identify your personal social style preference and its characteristics, strengths, traits and behaviors
3. Identify toxic relationships and demonstrate the four key factors to reduce interpersonal tension
4. Define and display versatility and endorsement factors

**Program Length: From 45–90 minutes, or as a 3.5-hour Interactive & Applied Workshop**

## *Workshop Summary #3: Managing Time To Get Things Done! 20 Proven Productivity Strategies You Can Implement Today!*

### **Description**

This workshop is for staff members who struggle with time management. The intention of the workshop is to give people more freedom, flexibility and power over time at work. The session helps you identify your key values as a base by which you can prioritize what is important and then work within that time to maximize productivity and vitality. Learn to pinpoint when to take control and when to let go. Focusing and aligning your internal mindset and priorities, allows you honor your values, set your priorities and juggle the pieces easily.

### **Key Workshop Objectives**

1. Measuring Time - Best practice behaviors
2. Tracking & Analyzing – Snapshot your typical week to find time leaks
3. Planning A Typical Day - Estimating and time mapping
4. Isolating personal productivity blocks
5. Managing distractions, interruptions & saying NO
6. Managing the myth of multi-tasking

**Program Length: From 45–90 minutes, or as a 3.5-hour Interactive & Applied Workshop**

## *Workshop Summary #4: Power Office!™ Get Your Office Organized To Make Work Easier!*

### **Description**

This workshop will help you get your office organized! You will be able to eliminate piles of paper, learn how to speed up your decisions and turn those existing piles into actionable items, reference files, or – TRASH. Identify where your paper jams exist, and what behaviors are standing in your way of getting and staying organized in your office. You'll create a personal paper management and filing system designed to support how you work!

### **Key Workshop Objectives**

1. Understand your paper problems, why piles occur and what you need to do to become more productive
2. Figure out the four dimensions that underlie your organizing abilities: your spaces, your systems, your self habits and behaviors and the layers and level of support you have in place currently
3. Explore productivity techniques such as funneling, prioritizing and the 5 D method
4. Decrease your decision-making time so you can quickly move piles into action
5. Sort your own pile efficiently using my proven techniques
6. Create a personal productivity action plan you can implement today

**Program Length: This program can be presented as a 4-hour Interactive & Applied Workshop and A Hands-On Organizing-In-Action Afternoon can be added to apply and implement workshop content.**

## *Workshop Summary #5: Leading Effective Meetings*

### **Description**

Are you tired of wasting your precious time in the wrong meeting, with the wrong people, for the wrong reasons? Do you waste time by not having adequate planning, agendas, minutes, action items and role clarity? Do you dread the thought of the days where you have more meetings booked than time to do your work? Are you sick of the never-ending inefficiencies? This workshop will help your staff finally get it together! Leading Effective Meetings will help you plan, organize and conduct meetings to produce more effective results. Learn practical tips & techniques to make you more effective and even avoid meetings when possible. You'll also receive meeting planning templates you can personalize and implement immediately!

### **Key Workshop Objectives**

1. Determine when meetings are necessary and when they are avoidable
2. Identify the three-step method of how to effectively approach meetings
3. Effectively plan, prepare and communicate about meeting agendas
4. Understand and implement the key planning techniques that make meetings successful
5. Clarify different meeting roles necessary for attendees
6. Troubleshoot typical meeting de-railing behaviors and how to handle them
7. Understand group techniques and tools that support communication and collaboration
8. Identify the importance of meeting minutes, action items and follow up strategies

**Program Length:** This program can be presented as a 45–90 minute presentation, a 3.5-hour Interactive & Applied Workshop, and an 8-week Group Coaching Intensive

## *Workshop Summary #6: Improving Work Processes: A Blueprint for Workflow Success*

### **Description**

Do you remember the days of Total Quality Management (TQM) and Six Sigma? With businesses running so lean, today's work processes have to be efficient, repeatable, easy to maintain, and simple to implement. With today's ever-changing workforce and the influx of new employees, the stamina and strength of work systems and processes will differentiate businesses that thrive in this economy. Workflow processes can be easily improved when you bring the 'doers' and the 'planners' together to examine and rework processes to be more efficient. This workshop is designed for cross-functional teams, and homogenous groups that wish to improve results, lower costs, lessen the time processes take, and improve customer satisfaction or working flows.

### **Key Workshop Objectives**

1. Understand and implement the seven-step blueprint for process improvement
2. Surface current breakdowns in the work group or staff that are driving poor results
3. Identify key people in the process and the gaps that currently exist for them to feel satisfied
4. Assess and analyze the current work processes and how they are performing
5. Determine where possible, plausible and likely solutions could be implemented
6. Design solutions and align with key leaders and strategic business partners
7. Implement proposed solutions and track your results to continuously improve.

**Program Length:** This program can be presented as a 45–90 minute presentation, a 3.5-hour Interactive & Applied Workshop, and an 8-week Group Coaching Intensive

## KEYNOTES & PRESENTATIONS

### *Presentation Topic #1: How Unstoppable Women Get It All Done*

#### **Description**

This session is for Women Entrepreneurs and Mom-preneurs who do it all. Attendees gain perspective, inspiration to take action and motivation to do what they do best – bring their gifts to the world and make it a better place!

#### **Key Program Topics**

1. Biggest challenges facing female entrepreneurs
2. The 5 Key Elements to help entrepreneurs get it all done
3. 4 Sanity Dimensions™ to sustain women's wellness
4. Key actions necessary to move forward right now

**Program Length: From 45–90 minutes, or as a 3.5-hour Interactive & Applied Workshop**

### *Presentation Topic #2: Top Time Saving Strategies For Professionals*

#### **Description**

This session motivates attendees by introducing easy time strategies to implement today. Participants are encouraged to identify their biggest time barriers and define consistent actions that will remove them. Turning those actions into healthy habits creates incremental shifts that will save you time, reduce your stress and release the tension of feeling out of control.

#### **Key Program Topics**

1. Top ten time wasters
2. Assessing your typical day and identifying personal time barriers
3. Time tactics and techniques: Setting goals, defining boundaries, estimating time, developing schedules, routines, habits and support systems, parallel-pathing and zoning
4. Select key actions to create incremental shifts that lead to big gains over time

**Program Length: From 45–90 minutes, or as a 3.5-hour Interactive & Applied Workshop**

### *Presentation Topic #3: Presenting Yourself with Confidence*

#### **Description**

This session explores the topic of self-confidence. You'll understand confidence traits, characteristics and what develops them. You'll practice physical skills that display self-confidence in everyday interactions. You'll also explore your "Inner Critic" that often gets in the way and keeps you stuck and playing small. You'll uncover what you have control over and make better decisions by following the FLOW in Action™ Model.

#### **Key Program Topics**

1. Understand the difference between self-confidence, self-esteem and self-efficacy
2. Identify personal strengths, skills, traits and behaviors that convey self-confidence
3. Assess opportunities for personal improvement
4. Demonstrate attributes and physical skills that convey self-confidence
5. Create a personal action plan to build on self-efficacy and continued success.

**Program Length: From 45–90 minutes, or as a 3.5-hour Interactive & Applied Workshop**



### *Presentation Topic #4: Conquering Clutter - Letting Go*

#### **Description**

This session uncovers the myths and facts behind clutter!. You will finally understand the underlying reasons why clutter exists in your own life. This session uncovers the psychology behind the clutter and what emotions may be in the way. You'll learn 13 sure-fire techniques to begin today that will help you stop clutter from coming in and get rid of the clutter you already have. You'll understand the three essential factors you need to know to determine what you must keep. You'll be introduced to essential questions that will help you stop your bad habits and make decisions to finally get rid of your clutter. You'll be introduced to a proven 5-step process to purge and create more space.

#### **Key Program Topics**

1. Top clutter drivers in today's world
2. Thought patterns that keep you stuck in clutter
3. Mindset issues that affect clutter behaviors
4. Key questioning techniques to detoxify your mind
5. 3 Factors that identify what is critical to keep
6. 5 step surefire process to help you purge your space
7. 13 key techniques necessary to conquer clutter forever

**Program Length: 75 Minute Interactive Presentation or 2 hour Interactive Workshop**

### *Presentation Topic #5: Organizing Myths and How To Overcome Them*

#### **Description**

There is so much information out about clutter, disorganization and hoarding! It's scary to even begin the process of organizing for some. This program is focused on the top organizing myths and how you can overcome them. During this program you'll learn the most popular organizing myths and beliefs that pervade public opinion and lead to shame, fear and people's inability to take action in areas where clutter appears in their lives. You'll learn basic organizing principles a proven 5-step process to help you purge and create more space today.

#### **Key Program Topics**

1. Top clutter drivers in today's world
2. Thought patterns and Mindset issues that keep you stuck and affect clutter behaviors
3. Organizing facts and how to easily implement organizing principles in your life
4. 5 step surefire process to help you purge your space
5. 13 key techniques necessary to conquer clutter forever

**Program Length: 45-75 Minute Presentation**

**Do you have a related special topic you'd like presented?**

**Need help getting started?**

**Call 570-351-7146 or email me at [cena@sanespaces.com](mailto:cena@sanespaces.com)  
to see how I may be able to help.**