

Step by Step

1. Telephone Consultation:

This is complementary. We will talk about the space you want organized. Consultations focus on one space at a time.

2. Initial Consultation:

Talking and Walking: We will view the space that we will be working on and discuss what is working and what is not working. We will talk about your ideal life and whether or not the space honors that. We will either begin the organizing process immediately after the initial consultation or schedule future sessions. Payment for the sessions are due prior to the first organizing session.

3. The Organizing Process:

- a. Planning: I will take what we have discussed and seen and put together an action plan to get the space organized.
- b. Sort and Purge: We work on the action plan. We will sort like items together. We will make decisions about the items we have sorted – keep, donate, recycle, etc.
- c. Containerize: Everything that remains needs a home.
- d. Manage: From the skills I have passed on to you, you will be able to keep your space organized.

