



Organizing Statistics Database

Business Search Categories

Event Management

Event/Meeting Planning

Assist with defining the purpose of, setting an agenda for, and setting a timeframe for meetings. May include monitoring and coordinating date, venue, invitations, registration, and speakers.

Moving/Relocation

Coordinate the details of a move with the office manager. Stage and prepare the contents of the office. Oversee the packing process and movers during the move.

Industry Specific

Legal Offices

Improve operational practices of the office, incorporating knowledge of regulations. May include creating/modifying a filing system, providing training on delegation, time management or email management, securing dictation and transcription services, improving records storage management, and/or providing input on specialty legal office supplies.

Manufacturing

Assess workflows and procedures of a manufacturer and implement improvements to maximize efficiency and increase profitability.

Medical Offices

Improve operational practices of the office, incorporating knowledge of regulations. May include creating/improving a patient records filing system, improving customer service, reducing space requirements, securing dictation and transcription services, modifying/developing operations manual, improving clients/appointments scheduling system, improving records storage management, and/or providing input on specialty medical office supplies.

Information Management

Electronic Only

Assist with the organization of electronic data and increase proficiency using electronic tools and software. May include installation of and training on productivity software and/or financial software.

Financial/Bookkeeping

Implement financial records filing and retention systems. Set up online banking and bill paying systems. Create organizational systems and processes to help with finances.



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Inventory/Assets Control

Review and analyze the inventory control methods a company uses to keep track of materials. Make recommendations for streamlining and improving the process.

Paper & Electronic

Assist with managing both electronic and paper-based data within a business setting. Assist in discarding unnecessary information, set up and implement file structures, set up and install records management software.

Paper Only

Assess paperwork flow. Create and streamline filing systems. Assist in discarding unnecessary documents.

Space Management

Ergonomics

Design solutions that optimize well-being and overall performance in relation to work demands while reducing fatigue and discomfort.

Office-Commercial

Assess operational systems and procedures of the business and implement any necessary improvements to maximize efficiency.

Office-Home

Assist in getting a home office working efficiently by organizing paper and electronic information, filing, and supply storage. Provide input on furniture selection and arrangement.

Storage/Warehouse

Analyze storage and/or warehouse areas to determine if the space is being utilized efficiently. Recommend changes that allow for greater storage capability, logical arrangement, and ease of retrieval.

Unpacking & Move-In

Oversee movers as contents are unloaded into new office. Coordinate and unpack boxes. Work with office manager on details of settling into new office during a corporate move.

Special Populations

American Sign Language

Effectively communicate in a business setting using American Sign Language.

Attention Deficit/Hyperactivity Disorder

Provide organizing systems for individuals to help sustain their attention and concentration and maintain appropriate levels of activity as they manage the daily demands of the workplace.



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Chronic Disorganization

Provide support and guidance for individuals with a life history of disorganization. Trained in creating systems that help clients challenged with chronic disorganization.

People with Physical Disabilities

Provide organizing consulting with an understanding of the unique challenges of individuals with physical limitations. Create custom tailored organizing systems that enhance the individual's ability to perform their job.

Special Services

Feng Shui

Use the combination of art and science of placement and location of things in the world of form in such a way as to enhance the unimpeded flow of energy through the universe.

Green Organizing

Services provided help lessen the environmental impact of business operations while creating greater productivity and efficiency. In addition to business organizing practices clients are consulted on paper reduction, reuse, recycling, proper disposal of E-waste, conscious consumption, office product and furniture donation options, non-toxic cleaning products, and recycling center set-up. Services may also include the development of tele-work, virtual work environments, and energy reduction solutions.

Time Management

Time Management

Assist with planning, prioritizing, goal setting, and managing workload to maximize productivity and get more value out of time.

Residential Search Categories

Collections

Photographs/Memorabilia/Collections

Assist in separating, sorting, and grouping photos and memorabilia. Recommend appropriate supplies and storage options. Create albums or finalize display of memorabilia.

Event Management

Estate Management

Organize and document of all the information relating to a personal estate before death. Work with family/executor to sort and properly distribute all items in an estate upon or after the death of the owner.



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Garage/Estate Sale

Price, organize, and conduct the sale, including advertising, set-up, tear-down and proper distribution of unsold items. May involve consulting with experts in appropriate fields of knowledge such as jewelry or antique dealers.

Moving/Relocation

Coordinate the details of a move with the homeowner. Prepare the contents of the home and oversee the packing process and movers during the move.

Information Management

Electronic Only

Assist with the organization of electronic data and increase proficiency using electronic tools and software. May include installation of and training on productivity software and/or financial software.

Financial/Bookkeeping

Implement financial records filing and retention systems. Set up online banking and bill paying systems. Create organizational systems and processes to help with finances.

Paper & Electronic

Assist with managing both electronic and paper-based data within a residential setting. Assist in discarding unnecessary information, set up and implement file structures.

Paper Only

Assess paperwork flow. Create and streamline filing systems. Assist in discarding unnecessary documents. Handle magazine subscriptions.

Space Management

Closet

Transform a disorganized space into an organized, usable closet with or without installing any new hardware or closet systems.

Garages/Attics/Basements

Provide services in garages, attics, and basements to maximize order and storage capability.

Home Office

Assist in getting a home office working efficiently by organizing paper and electronic information, filing and supply storage, and providing input on furniture selection and arrangement.

Kitchens

Maximize kitchen cabinets, drawers, and countertops for optimum utilization.



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Other Rooms

Provide services in any living area or family space not covered in other service codes.

Unpacking & Move-In

Oversee movers as contents are unloaded into new home. Coordinate and unpack boxes. Work with homeowner on details of settling into new home.

Special Populations

Attention Deficit/Hyperactivity Disorder

Provide organizing systems for individuals to help sustain their attention and concentration and maintain appropriate levels of activity as they manage their daily demands.

American Sign Language

Effectively communicate in a residential setting using American Sign Language.

Children

Effectively communicate with and create organizing systems for children under 18 years of age.

Chronic Disorganization

Develop and teach unconventional home organizing methods to individuals for whom traditional methods only lend to their chronic situation. Trained in working with the chronically disorganized and able to help people improve their quality of life by getting and staying organized.

Hoarding

Understand the underlying impulses individuals have to acquire and surround themselves with a large number of possessions. Trained in developing a trusted relationship with individuals. Use techniques and systems that can help them dispose of excess items without significant distress. Implement maintenance practices to help with ongoing functioning.

People with Physical Disabilities

Provide organizing consulting with an understanding of the unique challenges of individuals with physical limitations. Create custom tailored organizing systems within a residential setting.

Seniors

Effectively communicate with and create organizing systems to meet the unique needs of senior citizens.

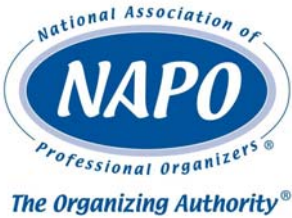
Students

Create organizing systems to help students better manage their school and life demands.

Special Services

Feng Shui

Use the combination of art and science of placement and location of things in the world of form in such a way as to enhance the unimpeded flow of energy through the universe.



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Green Organizing

Services provided help lessen the environmental impact of residential living while helping families become more organized. In addition to residential organizing practices clients are consulted on conscious consumption, reuse, recycling, proper disposal of hazardous and E-waste, donation options, non-toxic cleaning products, and set-up of recycling/donation/hazardous waste systems. Services may also include energy, water, and carbon emissions reduction solutions.

Time Management

Time Management

Assist with planning, prioritizing, goal setting and managing workload to maximize productivity and get more value out of time.