ORGANIZATIONAL CONSULTING SERVICES

Organizing • Decluttering • Time Management • Productivity

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Virtual Organizing | Organizing Coaching | Phone Consultations | Life Coaching

Get Organized, Feel Less Overwhelmed & Take Back Control of Your Time

You don't have to do it all alone! Through Virtual Organizing, Organizing Coaching, and Productivity Consulting, I can help you create practical solutions, develop systems that work for you, and bring more organization, balance, and peace of mind into your home and life — no matter where you live.

If managing your daily life, family, kids, household responsibilities, paperwork, and other obligations have you feeling overwhelmed, stressed, or constantly behind, I'm here to help!

Together, we can identify what's not working, figure out what needs to change, and create realistic strategies to help make your life run more smoothly.

Think of me as your **Organizing Coach and Accountability Partner**. I'll help you set goals, break overwhelming projects into manageable steps, stay focused, and follow through on the changes you want to make.

How Can Virtual Organizing & Coaching Help You?

Virtual sessions are a convenient and flexible way to work one-on-one with a Professional Organizer & Productivity Consultant without the time and expense of an on-site visit.

Sessions can be booked in convenient **60-minute blocks**, rather than the four-hour minimum required for on-site organizing.

You get personalized guidance, practical ideas, encouragement, and accountability — while doing the hands-on work yourself, at your own pace and on your own schedule.

We can meet on Zoom and walk through a room together so I can see what you're dealing with, or we can focus entirely on coaching, problem-solving, planning, and working through whatever challenges you're facing. You don't need to send photos in advance!

Virtual Organizing & Coaching Can Help With:

- **Decluttering & Home Organizing:** Sorting, simplifying, categorizing, and creating systems that are easy to maintain.
- **Room-by-Room Organizing:** Getting your kitchen, closets, bedrooms, playrooms, garage, or other spaces under control.

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- **Paper Management:** Tackling paper piles, mail, filing, paperwork, and the never-ending flow of documents.
- **Time Management:** Learning to prioritize, manage your schedule, and make better use of your time.
- **Productivity:** Overcoming procrastination, improving focus, establishing routines, and getting things done.
- **Life Management:** Finding ways to balance family, work, household responsibilities, and personal needs without feeling like you're constantly playing catch-up.
- **Goal Setting & Accountability:** Turning good intentions into achievable goals, creating action plans, and following through.
- **Organizing Coaching & Life Coaching:** Talking through challenges, identifying obstacles, exploring solutions, and figuring out your next steps.

Time management, paper management, and productivity are especially well suited to virtual coaching. We can work together to identify what's holding you back, develop strategies that fit your lifestyle, and create systems you can realistically maintain.

How Does Virtual Organizing & Coaching Work?

1. Start With a Free Consultation

We'll have an initial conversation to discuss your needs, challenges, and goals and determine whether virtual organizing or coaching is a good fit for you.

2. Schedule Your Session

Once we've decided how I can help, you can book a session in a convenient 60-minute block.

3. Connect by Phone or Zoom

Depending on your needs, we can talk by phone or meet on Zoom. If we're working on a physical space, you can walk me through the room so I can see the areas you'd like to improve. If your focus is time management, paperwork, productivity, or life challenges, we can simply talk through the issues and work on solutions together.

4. Create a Plan That Works for You

We'll discuss what's frustrating you, identify priorities, and develop realistic, manageable steps to move you forward. I'll share ideas, strategies, and organizing techniques tailored to your needs and lifestyle.

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5. Put Your Plan into Action

You decide when and how to implement your plan. You can work on your project during our session with my guidance, or tackle it afterward — at 10 a.m., 8 p.m., or midnight! Whatever works best for your schedule.

And if you need help staying on track, we can continue working together through follow-up sessions, encouragement, and accountability.

Ready to Make a Change?

Virtual Organizing & Coaching is ideal for people who want professional guidance, practical solutions, and support but prefer to do the hands-on work themselves. It's also a great option if you're short on time, working within a budget, or live outside my local service area.

The key is being ready and willing to make changes. You don't have to know where to start or have everything figured out — that's what I'm here to help you with!

Let's work together to create a more organized home, a more productive day, and a less stressful life.

Call today to schedule your free consultation and take the first step toward feeling more organized, focused, and in control!



Less Clutter = Less Stress [SM] ***in your home, your business and your life***

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