



## MENU OF SERVICES

### Needs Assessment Consultation

An on-site tour of your home or office to create a customized action plan for your project. The initial consultation explores the underlying causes of disorganization, guidance on where to start, and a project outline including a time estimate and a project schedule to keep it manageable. Physical space, functionality and storage opportunities are also discussed.

### Organizational Project Plan

This service is perfect for those who would prefer to organize themselves, but just need direction, guidance and a plan from a professional organizer. During this consultation, you will explore the underlying causes of disorganization and work with an organizer to create highly detailed, step-by-step action plan to meet your goals, needs, and objectives.

### Organizing Your Home

Clear the clutter, chaos and stress from your house and reclaim one of life's simple pleasures – the peacefulness of a well-ordered home. A typical program includes defining the functions of each room, streamlining possessions, creating family guidelines for success, maximizing storage and improving access and retrieval of possessions and papers. Live simply in all areas of your home.

### Organizing Your Home Office

Reduce work stress, improve productivity, streamline the flow of information, reclaim your office space and find the time to enjoy all of life's pleasures. A typical program includes sorting through the piles, custom-designing a user friendly information management system including paper management, filing, email management and voicemail, with guidance on how to maintain your system.

### Organizing Your Move

Walk in the front door of your new home and all of your belongings are arranged, unpacked, organized, and ready for your arrival. A typical program includes preparing for the move on the front end: de-cluttering and organizing to streamline the packing process. Scheduling donation and extra trash pick up. On the back end: unpacking all boxes, and creating functional, organized spaces in your new home.

### Organizing for Children: Simplicity Kids and Teens

Simplicity Kids and Teens are organizational programs designed to empower children and teenagers. By creating orderly living in home and school environments, children and teens will gain essential skills that will last a lifetime. By working one-on-one with a Simplicity Coach, children and teens will acquire both organizational time management and paper management skills. This program provides children and teens with the tools they need to create authentic and enduring systems that reduce anxiety, increase confidence and generate success.

### Organizing Your Life

Whether it's time to downsize, reconfigure the way you live in your current house or blending two homes into one, knowing what to keep and what to purge can be overwhelming. A typical program includes a detailed assessment of your home as it now functions, the development of a new plan, and one-on-one coaching. Whether you are moving to smaller quarters or re-deploying existing space, we can help you every step of the way.

### Organizing Your Estate

In times of sadness and grief, it is easy to become overwhelmed. Our goal is to provide you with a vision by listening, encouraging and supporting your individual needs. Going through the belongings of a loved one definitely triggers lots of emotions. We are sensitive to what you are experiencing and understand the stages of grief. We help you identify what to keep, what to give to other family and friends, what could be consigned and donated, and what should be discarded. We understand that this process can take a long time, but we are with you every step of the way.

## Organizing Your Technology

Struggling to keep up with the tech world? Needing to get your technology organized? Listed below are some ways Simplicity can assist you:

- Organize computer files
- Create Word, Excel and email templates.
- Learn how to download photos from a digital camera to your computer
- Learn Microsoft Office products: Word, Excel, and Outlook (calendar, email and contacts)
- Learn Apple products: iCal, Mail, Address Book, and iPhoto Scan and save photos and documents.
- Scan and save photos and documents.
- Create labels, form letters or envelopes from Excel spreadsheet lists.
- Import Excel (.CSV) files into computer Address Book/Contacts.
- Export Address Books/Contacts from computer to Excel (.CSV).
- Tame cord chaos.

## Organizing Your Photographic Memories

Organize and preserve your priceless photographic memories with a customized project plan for sorting, purging and organizing your pictures. Suggestions will be made for creating archival photo albums and scrapbooks. Photos can also be scanned onto a CD to add to your digital photo library, to share with family and friends as digital albums, holiday cards or calendars. This program will allow for the easy addition of new digital and print photos while protecting against loss or damage to existing originals.

## Organizing Your Holidays & Parties

The holidays and festivities are behind you but the enormous task of undoing and packing all the decorations and party accouterments still awaits you. All the eager helpers on the front end have mysteriously vanished and you're wondering how you'll ever get your house back to normal. Well wonder no more. With Simplicity's help, it will be home sweet home before you know it. Depending on the size of the job, one or more Simplicity associates will undo all the decorations just as carefully as they were "done". Everything will be packed using your containers or ones we provide, then labeled and stored for easy access next year.

## Personal Assistant Services

Feeling like there is just not enough time in the day? Let Simplicity's personal assistance service efficiently manage the details that consume your time and energy. We offer a variety of services that will help free up your calendar so you can focus on your personal goals and be more productive. (This service is only available to Simplicity client's who have previously used our organizational services)

## A Year of Simplicity: A 12-month program

You know about the book, fruit and flower of the month clubs. We've applied the same concept to organization of your home. Here's how it works. Commit to four (4) hours of organizing time each month from an extensive list of options or suggest your own. Together we prioritize the areas in your home you want organized. This program can start at any time and run for twelve consecutive months. This service is package-priced for the best bang for the buck! (Savings of \$700)

## Bulk Organizing Package

If you know it is going to take a long time to get your home and life organized, this might be the best package for you. Purchase 35 hours worth of organizing time with two professional organizers to receive the discounted rate. (Savings of \$700!)