



# 45-Step Checklist for Starting a Professional Organizing Business

## Research the Professional Organizing Industry

- ☐ Read relevant organizing books and blogs.
- ☐ Watch and study relevant organizing Youtube videos.
- ☐ Listen to relevant organizing podcasts.
- ☐ Research your local market online (review other professional organizing companies in your local market on Google, Yelp, and Facebook).
- ☐ Acquire a professional organizer certification (not required).

## Naming & Setting Up Your Business

- ☐ Create a unique company business name.
- ☐ Check online if your domain is available.
- ☐ Verify your company's name with your state's Secretary of State.
- ☐ Choose a business structure such as a sole proprietorship, partnership, limited liability company (LLC), or corporation.
- ☐ Obtain an EIN number.

## Logistics

- ☐ Create a company phone number and voicemail message.
- ☐ Create an email signature.
- ☐ Set up a dedicated desk.
- ☐ Set up a Google Drive account with Gmail for online documents, spreadsheets, calendars, etc.
- ☐ Set up a calendar and scheduling system.
- ☐ Use a secure password storage system.

## Banking & Payments

- ☐ Once you've obtained your EIN number, open a business bank account under your company's name.
- ☐ Get a business credit card.
- ☐ Set up a payment processing system.
- ☐ Set up an accounting tool.

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# Professional Organizers Guide

**S Marginson**



## **Professional Organizers Guide:**

**Learn to Organize** Sara Pedersen, 2013-04-01 Take any space from a disorganized mess to an organized success A simple six step process shares the how to of the actual hands on organizing process From creating goals and making a plan to sorting decluttering and putting everything in just the right place you ll see that smart successful organizing is within your reach Whether you re a professional organizer looking to streamline skills or a homeowner who wants to learn the pros insider techniques this comprehensive yet easy to read book will get you there AS YOU READ THIS BOOK YOU LL Learn to organize simple spaces like entryways and bathrooms discover new storage methods for complex areas like kitchens and craft areas get a handle on paper clutter filing and photos set up a handy household command center create an efficient system for the family calendar time and tasks maximize space throughout the home view affordable even eco friendly organizing tools review maintenance tips to keep the home forever neat THE BOOK ALSO INCLUDES illustrations and descriptions of recommended organizing tools and where to buy them disposal resources filing categories and more **The Professional Organizer's Complete Business Guide** Lisa Steinbacher, 2004 Everything you need to know to start your own professional organizing business Includes forms and sample documents Mastering the Business of Organizing Anne M Blumer Cpo, 2019-02-11 Anne M Blumer CPO founder of SolutionsForYou Inc and the Institute for Professional Organizers has trained hundreds of professional organizers from 17 countries and in this guide she explores how to turn your love of organizing into a full fledged career Learn how to get started in the professional organizing business assess whether your skills are a good fit for the profession determine how to charge for your services name and register your business for maximum impact Blumer also examines tax issues legal and insurance needs marketing and branding your business to attract your key client selling your value and how to work with clients throughout the entire organizing process Mastering the Business of Organizing is an essential guide for professional organizers and it advances the message and vision of the National Association of Productivity Organizing Professionals Note Mastering the Business of Organizing 2nd ed revised is an updated and expanded edition of Get Rich Organizing **The Ultimate Guide for Professional Organizers** Maria Gracia, 2009 **Spruce Up** Hillary Zama, 2021-03-28 Clutter occupies precious space in both your home and your life When you clear the clutter you clear not only physical space in your home but mental and emotional space in yourself In this book Hillary Zama guides you through the 4 Step Spruce Up system she uses with her clients You will learn how to visualize the space by clearing out all items categorize items that belong together sorting like with like minimize by decluttering items you no longer love need or use organize with systems that are comfortable doable and maintainable Disorganization in your home can negatively impact your mind your health your goals your schedule your job and even your relationships This guide will help you spruce up not just your home but your life The techniques in this book work and their impact on your life will be evident from the moment you begin to apply them Hillary has written a near perfect guide to sprucing up your home your life

and your well being Jen Obermeier Founder of Pro Organizer Studio      How to Become a Clutterologist(TM) Nancy Miller,2009 This manual is for the beginning organizer who wants to build a strong foundation of skills and knowledge in order to launch a successful organizing business It explains in detail the three parts of the organizing business which are 1 The Organizing Business what it s all about 2 Creating the Business business basics and 3 Getting the Business marketing This manual will not discuss how to organize your clients because you ll bring that to your business Another way of saying that is that there is no right or wrong way to organize a client because what works for one client doesn t always work for another client If you want to enter the lucrative field of professional organizing and want to learn from one of the best this is the book for you      *Mastering the Business of Organizing* CPO ANNE. BLUMER,2018-12-19 Anne M Blumer CPO owner and founder of SolutionsForYou Inc and the Institute for Professional Organizers has trained hundreds of professional organizers from 17 countries and in this guide she explores how to turn your love of organizing into a full fledged career Learn how to get started in the professional organizing business assess whether your skills are a good fit for the profession determine how to charge for your services name and register your business for maximum impact Blumer also examines tax issues legal and insurance needs marketing and branding your business to attract your key client selling your value and how to work with clients throughout the entire organizing process Mastering the Business of Organizing is an essential guide for professional organizers and productivity consultants and it advances the message and vision of the National Association of Productivity Organizing Professional      *The Professional Organizer's Bible* Ramona Creel,1913-04-01      Get Rich Organizing: the Professional Organizer Survival Guide to Launch, Manage, and Grow a Profitable Business Anne Blumer,2010-02-25 Do you love to organize Have you dreamed of running your own business You can do both and earn a great salary too Get Rich Organizing will Provide you with the knowledge and skills you need to become a successful professional organizer business owner Help you cut out months or even years of annoying mistakes and learning curves because you need to make money immediately Show you how to position yourself to attract your ideal client Instruct you on how to clearly communicate your value and how to charge for your valuable services Teach you new organizing skills and techniques to work with a variety of client types Provide you with legal insurance and tax information to get you started in the right business entity for you and understand the protection your business needs Provide you with proven processes and systems to organize others and transfer organizing skills Move you to action with recommended exercises and actions found at the end of the chapters      *Go Organize* Marilyn Bohn,2009-11-19 Get ready to get organized Your more organized life starts today Are you ready to take control of the clutter in your life It s easier than you think Professional organizer Marilyn Bohn guides you through the entire organizing process using her Lights On Organizing System a simple but highly effective three step process You ll learn how to use the Searchlight Spotlight and Green Light to transform your surroundings and create an organized home that you love to live in You get in depth advice on organizing every area in your home including

The Kitchen Bedrooms Closets and Storage Room Home Office Paperwork Craft Room Laundry Room Bathrooms Memorabilia Inherited Items Plus there s a special chapter on downsizing to help you organize for a move to a smaller living area such as moving from a house to a condo The best part is you can tailor all of the advice to meet your specific needs As Marilyn says There s no right or wrong way to be organized What counts is that it works for you Don t let clutter keep you from enjoying your life and your home any longer Conquer it once and for all with Go Organize     The Complete Idiot's Guide to Organizing Your Life Georgene Muller Lockwood,2002 When stuff rules a person s life it s Georgene Lockwood to the rescue Her revised handbook shows how to organize paperwork food clothing and shelter systems and how to win the money wars     **The Enlightened Organizer: A Comprehensive Guide to Simplify and Enhance Your Life** Pasquale De Marco,2025-05-23 In a world overflowing with information and obligations The Enlightened Organizer A Comprehensive Guide to Simplify and Enhance Your Life emerges as a beacon of clarity and efficiency This comprehensive guidebook empowers you to transform chaos into order offering practical strategies expert advice and thought provoking insights to help you streamline every aspect of your life Within these pages you ll discover the art of organization transcending mere physical decluttering to encompass personal productivity financial planning and even special event coordination With its conversational tone and engaging anecdotes this book makes the journey towards organization an enjoyable and empowering experience Through a series of meticulously crafted chapters The Enlightened Organizer addresses specific areas of your life providing step by step guidance and actionable tips to help you achieve your organizational goals Whether you re a busy professional a homemaker or simply someone seeking to simplify the complexities of modern life this book is your indispensable companion Embrace the transformative power of organization and unlock the full potential of your life With the insights and strategies provided in this book you ll be able to Enhance your productivity and accomplish more in less time Create a peaceful and harmonious living space that supports your well being Manage your finances effectively and plan for a secure future Cultivate healthy habits and maintain a balanced lifestyle Organize special occasions and events with ease and confidence The Enlightened Organizer is more than just a guide to decluttering and time management it s an invitation to embark on a journey of self discovery and personal growth As you progress through the chapters you ll discover the profound impact that organization can have on your life empowering you to live with greater clarity purpose and fulfillment Take the first step towards a more organized and fulfilling life Let The Enlightened Organizer be your guide on this transformative journey If you like this book write a review on google books     *Three Steps to Organizing Your Office* Beverly Coggins,2007-08 Helps readers evaluate and identify work functions and arrange the office around them This book enables the readers to de clutter sort rearrange and organise as well as learn tips on managing mail and paper     Three Steps to Decluttering Beverly Coggins,2007-08 Helps readers create a vision for any room in the house This book guides readers as they de clutter sort rearrange and organise It also includes hints on storage maintaining a system and managing paper help

to keep de cluttered      **FabJob Presents The Ultimate Guide for Professional Organizers** Maria Gracia,2005

**Guide to Organizing an International Scientific Conference** G. Rivlin,1995-09 Whether you are organizing a scientific conference for under 400 participants or attempting to attract upwards of 5 000 delegates this step by step guide will be your essential desk top companion It provides professional and non professional meeting planners alike with all the necessary information on organizing and running an international scientific conference Key procedures covered include identifying a suitable center for the event arranging delegate accommodation establishing a registration system and preparing the scientific program The book also evaluates the importance of technology in the planning and organizing of these events In this timely and informative publication the author shares the vast wealth of knowledge he has acquired during 30 years experience in organizing international conferences It will become for many a valuable reference to the planning and successful realization of scientific events      [The Complete Idiot's Guide to Organizing Your Life, 5th Edition](#)

Georgene Lockwood,2010-01-05 The popular guide that makes organizing a breeze In today s fast paced complex society it s crucial to find ways to increase productivity simplify and stay sane The fifth edition of this highly successful guide emphasizes how organization helps people survive tough times assists them with life s challenges and can lead to a happier more peaceful life New in this edition are green organizing getting things done in the electronic age and loads of new products that help people organize Offers up to date information a reading appendix and new resources Fifth edition with an expanded focus on simple living a popular topic even before the recession plus green organizing and organizing in the electronic age Timeless themes of saving money and reducing stress Download a sample chapter      **Unlocking the**

**Harmony: A Comprehensive Guide to Decluttering and Organizing Your Home for a Happier Family Life** Doris McCullough, Welcome to Unlocking the Harmony a comprehensive guide filled with tips tricks and strategies to help you declutter organize and create a harmonious living space for your family Say goodbye to cluttered countertops overflowing closets and chaotic living areas as you embark on a journey towards a more peaceful and serene home environment Inside this book you ll discover practical advice on how to tackle clutter in every area of your home from your kitchen and living room to bedrooms and home offices Learn how to streamline your possessions optimize storage solutions and implement smart organization systems that make everyday tasks easier and more efficient With step by step guidance and helpful checklists you ll be well on your way to transforming your living space into a place of calm and tranquility In addition to decluttering and organizing tips Unlocking the Harmony also delves into the psychology of clutter and the impact it can have on your mental health and well being Discover the benefits of a clutter free environment such as reduced stress increased productivity and improved overall happiness for you and your family By understanding the connection between your physical surroundings and your emotional state you ll be motivated to create a home that nurtures and uplifts you Whether you re a busy parent juggling work and family responsibilities or a homeowner looking to restore balance and order to your living

space this book offers practical solutions that can be easily implemented in your daily life From creating functional storage solutions to incorporating mindful decorating techniques Unlocking the Harmony provides a holistic approach to home organization that goes beyond just tidying up Say goodbye to clutter and chaos and hello to a home that reflects your values priorities and unique sense of style With the insights and advice found in this guide you ll be well equipped to embark on a journey towards a decluttered organized and harmonious living space that your entire family will love coming home to

**The Heart of Your Move: The woman's relocation guide to easing the stress, comforting the soul, and listening to her heart** Carolyn Masters,2015-12-30 As You Prepare for Your Move Are You Packing Away Your Emotions Too Now you can turn to a gentle sisterly voice to have a smoother more rewarding relocation journey before during and after your move Let The Heart of Your Move help you face your toughest challenges when relocating Like having a transition coach at your side you ll better understand your feelings about this major upheaval as you Find the motivation to climb the mountain of change known as moving Balance both the art and heart of your move to soften your stress Get in touch with your losses and set up meaningful goodbyes Celebrate your new life and a new YOU Through her encouraging new book Carolyn Masters teaches you how to ease the stress comfort your soul and listen to your heart She artfully coaches you through three heart stages of a woman s moving experience Gracious Goodbyes Muddled Middle and Harmonious Hellos This trusted guide will help you turn your moving challenge into a heartfelt journey [The Complete Idiot's Guide to Overcoming Procrastination](#) L. Michelle Tullier,1999 Offers advice on how to deconstruct unproductive work habits improve time management and increase productivity at work and at home

## Unveiling the Power of Verbal Artistry: An Psychological Sojourn through **Professional Organizers Guide**

In a global inundated with displays and the cacophony of immediate communication, the profound power and mental resonance of verbal art frequently fade into obscurity, eclipsed by the regular barrage of noise and distractions. Yet, situated within the lyrical pages of **Professional Organizers Guide**, a fascinating perform of literary elegance that pulses with natural emotions, lies an unique journey waiting to be embarked upon. Published with a virtuoso wordsmith, that magical opus instructions visitors on a psychological odyssey, lightly exposing the latent potential and profound affect stuck within the intricate internet of language. Within the heart-wrenching expanse of the evocative examination, we shall embark upon an introspective exploration of the book is main themes, dissect their captivating writing fashion, and immerse ourselves in the indelible effect it leaves upon the depths of readers souls.

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