



ORGANIZING  
MADE  
**EASY**



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**What Does An Organizer Do?**

Professional Organizers use tested principles and expertise to enhance the lives of our clients and educate the public on organizing solutions and the resulting benefits.

**Why Do I Need To Be Organized?**

Organized people save time, money and reduce stress & frustration levels. There is no one right or wrong way to get organized. The amount of information available to us continues to grow at a rapid pace as do the number of demands on our time. Organizing systems help you deal with everything from your paper to your professional responsibilities and gives you parameters on what to keep, what to toss, and where to take action.

**Questions to Ask a Professional Organizer?**

- What kinds of organizing projects do you do?
- Are you a member of the National Association of Professional Organizers - NAPO?
- Do you have any training or hold any certification in organizing or related areas?
- What are your specialty areas?
- How long have you been in the organizing business?
- What is your fee structure?
- What is your cancellation policy?
- I've tried to get organized before. How will this be different?
- Are you licensed and insured?

-NAPO, 2009

10 Questions  
to see if you might benefit from a  
PROFESSIONAL ORGANIZER

1. Do you struggle to find the papers, bills or information you need, when you need it?
2. Do you feel you can quickly locate what you need in your home/office/garage/pantry/closet?
3. Do you waste time looking for files on your computer?
4. Do you feel you need more storage space in your home?
5. Are you getting ready to move or have you recently moved?
6. Have you purchased duplicate items because you could not locate the original item you knew you had somewhere?
7. Do you have a thorough home inventory for insurance purposes?
8. Do you wish there was an easier way to organize your electronic data, family photo's and paperwork?
9. Are your important documents and valuables protected in the event of an emergency?
10. Do you worry when people come into your home or office?

If you answered YES to any of these questions,  
then you could benefit from the services of a  
PROFESSIONAL ORGANIZER

Contact Easy Does It  
Professional Organizing  
today to schedule a free  
consultation at 239-985-9244

Making life more  
efficient,  
enjoyable  
and  
**EASY**  
for our clients.

**CALL TODAY  
FOR A  
FREE CONSULTATION**

**Phone: 239-985-9244**

**www.ezdoesitpo.com**



We proudly accept MasterCard, Visa and American Express



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### Residential Organizing Services

- |   |                       |
|---|-----------------------|
| Closet  | Seniors & Students    |
| Garages/Attics/Basements                            | Home Inventory        |
| Kitchens & Other Rooms                              | Unpacking and Move In |
| Home Office   | Estate Management     |
| Holiday Storage                                     | Garage/Estate Sales   |
| PC Networking & Service                             | Technology Assistance |
| Green Organizing                                    | Moving/Relocation     |
| Paper and Electronic Management                     |                       |
| Photographs/Memorabilia/Collections/Media Databases |                       |
| Digital Photo & Document Conversion                 |                       |

### Business Organizing Services

- |                                 |                          |
|---------------------------------|--------------------------|
| Commercial Office               | Moving/Relocation        |
| Home Office                     | Unpacking & Move In      |
| Green Organizing                | Inventory/Assets Control |
| Event/Meeting Planning          | Document Template Design |
| PC Networking & Service         | Technology Assistance    |
| File Systems & Storage          | Manufacturing            |
| Paper and Electronic Management |                          |

**AND MUCH MORE - JUST ASK!**

**Call to schedule a seminar on  
"Home & Business Emergency Preparedness"  
& "It's Easy Being Green"**

**EASY DOES IT  
PROFESSIONAL ORGANIZING  
is a proud  
Coalition Member of  
National Preparedness Month  
urging you to:**

**Be Prepared**

**We can help your home or  
business prepare in the event of  
an emergency.**

**What is your  
Readiness Quotient?**

- Have you prepared a Disaster Supply Kit with emergency supplies like water, food and medications? Is this kept in a designated place within your home, office or car? Do you know if your family or co-workers are prepared?
- Have you made a specific plan for how you and your family or co-workers would communicate in an emergency situation if your were separated?
- Have you established a specific meeting place to reunite in the event you and your family cannot return home or are evacuated?
- Have you practiced or drilled on what to do in an emergency at home or work?
- Are you confident that your loved ones are familiar with the plan?

Are you ready?

Or are you Ready.

**National Preparedness Month  
September**

[www.ready.gov](http://www.ready.gov)



### NAPO Code of Ethics

This Code of Ethics is a set of principles to provide guidelines in our professional conduct with our clients, colleagues, and community.

I will serve my clients with integrity, competence, and objectivity, and will treat them with respect and courtesy.

I will offer services in those areas in which I am qualified and will accurately represent those qualification in both verbal and written communications.

When unable or unqualified to fulfill requests for services, I will make every effort to recommend the services of other qualified organizers and/or other qualified professionals.

I will advertise my services in an honest manner and will represent the organizing professional accurately

I will keep confidential all client information, both business and personal, including that which may be revealed by other organizers.

I will use proprietary client information only with the client's permission.

I will decide independently and communicate to my client in advance my fees and expenses, and will charge fees and expenses which I deem reasonable, legitimate, and commensurate with my experience, the services I deliver, and the responsibility I accept.

I will make recommendations for products and services with my client's best interests in mind.

I will seek and maintain an equitable, honorable, and cooperative association with other NAPO members and will treat them with respect and courtesy.

I will respect the intellectual property rights (materials, titles, and thematic creations) of my colleagues, and other firms and individuals, and will not use proprietary information or methodologies without permission.

I will act and speak on a high professional level so as not to bring discredit to the organizing profession.

