

WHAT TO EXPECT :: Organizing

Understanding, Agreement, and Commitment to the Process



Commitment from The Proper Place.

At all organizing and coaching sessions, The Proper Place is committed to working diligently while being respectful of your time, space, belongings, and desires. We have a strong work ethic and passion for helping others achieve a life of peace and order. We are dedicated to honoring the project agreement and goals of the project.

Your Commitment.

Once you decide you want to get organized you can quickly become overwhelmed and easily begin to have doubts. The work of getting organized is a partnership, therefore you must be committed to working diligently. You are committing to show up on time and be prepared for sessions. You are promising to be honest about your space and schedule. You may be assigned “homework” to complete between our sessions to keep the process moving forward. You are the essential part of the success.

Confidentiality.

The Proper Place conducts business and client work with professionalism. The process of talking about belongings can bring up conversations and emotions that will always be kept confidential. Unless a photo release is signed, no photos of your space will be used in a public setting. General stories may be used in blogs or articles, but no names will be used without permission. Note: if at any time we feel you are at risk to yourself or others, we are obligated to break confidentiality and seek help.

What should I expect from sessions with The Proper Place? [for hands on organizing sessions]

There is peace and power that comes from having things in the proper place...though it may get a little messy in the process. After the initial assessment where we have prioritized your goals and identified which areas you'd like to focus on, we will work alongside each other to achieve restored order. Together, we will identify what to keep, what to give away, what is used most frequently, etc. We will ultimately re-create the space so that it functions better for your daily use. That may entail adding shelves, boxes, bins, or simply re-arranging what is already being used. Through our sessions we will unveil that the process of staying organized requires opening your mind to evaluating the way you do daily tasks. We'll work to identify resolutions that will help you maintain your space, increase productivity, and ultimately bring peace to your life.

Coaching Approach

The Proper Place's organizing philosophy is married with a coaching approach. We offer expertise through hands on organizing, but believe there is more to organizing than the stuff. Coaching conversations allow for you to learn about your self and the way you function to create change that will last beyond our work together. Coaching creates awareness that leads to action and being more mindful. Coaching is integrated into organizing sessions and also offered as a stand-alone service.

Meeting Full Potential

Every client views their situation through their own lens. Our job is to help you see through that lens more clearly. If there is a brain-based condition(s) that you have [such as ADHD, depression, etc], with your permission, we will discuss it and be sure they are complimenting our work in a healthy and beneficial manner. This may include referral to other resources, if needed.

[over]

Preparation [for hands on organizing sessions]

People may think, “my house is a disaster, so once I clean up I’ll work with The Proper Place.” Please refrain from cleaning up before the organizer arrives. It’s most helpful to be able to see your home or office in the normal, lived-in state. We ask you to please remove any illegal or potentially hazardous items from the space. Be prepared in comfortable clothing and a full stomach so we can get to work on time.

Timeframe.

Every space or project requires a different amount of time to complete. Each hands on organizing session will be n 3-4 hours and coaching sessions are 50-minute phone calls. If you have a health condition that would affect your energy or focus level, we can work in shorter time frames, as necessary. Some projects may require you to leave items in disarray until we meet again, so we’ll work together to be sure you can still function in the space between sessions.

Costs + Cancellation

The Proper Place offers packages of 10 - 20 hours for hands on organizing and multiple options for coaching sessions and consultations. Check online or email us for the recent price points. For mileage, 50 miles of driving [each way] is complimentary. There is a fifty-five cent per mile over 100 miles round trip.

Please contact us 24 hours in advance if you cannot keep your scheduled appointment. A \$75 cancellation fee will be charged for those who do not give ample notice.

Freedom Points

The more organizing, coaching, and progress you make toward your goals, the more points you earn. Points are redeemed for cash to put toward future classes or services. It’s a way to motivate and reward your work!

Additional Costs/Services.

There may be a need to purchase shelves, tubs, file folders, etc. These will be additional costs to the client. We will work to find the items that work the best with your space and are within your price point. Any items The Proper Place provides will be charged the cost of item plus \$2 to cover tax/time. If there is individualized shopping, hourly rates applies. Donations: As a part of quality service, The Proper Place will take one carload per in-person session of discarded items to a local charity, free of charge.

Liability & Safety

The Proper Place will be guiding the organizing experience, but YOU are the one who will be making the decisions. There is no judgment in your belongings or lifestyle. We coach you to make the decisions that are best for you, and are not liable for items that are donated, shredded, or thrown away. We are cautious of your home and belongings, and are insured in case of an accident. If you are unsure of documents or items to keep, consult your tax/legal professionals.

Ultimately it’s up to you! Thank you for trusting The Proper Place. Together we can get things organized and bring peace to your space and life!

The Proper Place

Michelle Kuiken
Professional Organizer + Coach
Organizing NW Iowa

Email: mk@properplaceorganizing.com
Cell: 602.697.5966
www.properplaceorganizing.com

free to do more life

I have read this Commitment form and understand what is expected of myself and The Proper Place:	
Client Initial: _____	Date: _____
Coach Initial: _____	Date: _____