



Capital News & Views

Business Support Tools

Ways to Manage Your Business Better

Our December meeting will spotlight some of our most experienced organizers, as well as Brian Wheeler, principal at Derby Service. There will be a panel discussion on a number of business solutions that will range from inexpensive "do it yourself" options to those tasks that can be easily outsourced, so you can spend your time on more important or more enjoyable parts of your business. Learn about phone services, appointment scheduling, accounting programs, brochure creation, virtual coaching and more. We'll discuss

the circumstances under which you might prefer one option over another and the advantages or disadvantages of each.

"Ask the Experts" Focus Group

Come early (6:30 pm) to register and network. If you are new to organizing, attend our informal "Ask the Expert" focus group from 6:30 to 6:55 pm, hosted by a member of NAPO's Golden Circle.

Next Meeting: January 7, 2008 Topic: Aim High – New Year, New Goals. Are you on track with where you'd like to be? Are you reaching your personal and professional goals? This presentation will assist you in clarifying what you'd like to achieve and how you can get there.

In This Issue

<i>Chapter Meeting Information</i>	1
<i>President's Message</i>	2
<i>Donation Station</i>	3
<i>Message from Cheryl</i>	4
<i>Enhanced Web Site Listing</i>	4
<i>ADD/ADHD and Collaboration</i>	5
<i>Your Client has ADD</i>	6
<i>NAPO Chat Digest</i>	7
<i>Organizer Assistants</i>	8
<i>GO Month</i>	8
<i>Share the Experience</i>	9
<i>Advertising Rates</i>	9
<i>Chapter Meeting Review</i>	10
<i>Book Club</i>	10
<i>Welcome New Members</i>	11
<i>Web Site Report</i>	11
<i>Golden Circle Report</i>	12

December 3 Chapter Meeting Information

Location

Fairview Park Marriott
3111 Fairview Park Drive
Falls Church, VA 22042
703-849-9400

From the Beltway (I-495) in Virginia take the US-50 East / Arlington Blvd, Exit 50 toward Arlington.

Immediately, take the Fairview Park ramp.

Take the Fairview Park South ramp, onto Fairview Park Drive.

Make first left, which is also Fairview Park Drive, and Hotel will be on the Right.

Meeting Agenda

6:30 - 6:55 pm Registration, Networking, and "Ask the Expert" Focus Group for New Organizers

7:00 - 7:30 pm Business Meeting

7:30 - 8:30 pm Program

8:30 - 9:00 pm Wrap-up and Networking

Guests are welcome to attend for a \$25 fee per meeting.

Professional attire please.

This Issue
ADD
Clients

ADD - What Works

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Scott Roewer, CPO®
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In the magazine *ADDitude*, author Jamie Talan comments, "For adults with ADD, life is directed by a hapless stagehand who alters the set so often that it is hard to find where anything is or where it should be." Pretend you're an actor with 15 Directors all giving you different stage direction. You wouldn't know where to go! It would be easier to close the curtain on the Directors then focus on just one person giving direction.

The same is true for clients with ADD when it comes to getting organized. Their mind is giving them so many 'directions' at one time, focusing on a specific organizing task is difficult. It is our job to empower them with skills to be successful. Here are some tools that work for any of our clients, including those with ADD.

Color Works

Use color when working with planners. Have the client block out time by drawing or coloring in a block of time from the start to the end time. Use different colors for different activities. For example, my business is represented with blue on my calendar, travel is orange and NAPO events are purple.

Doubling Works

If your client thinks it will take an hour to write a report, have them block out two hours. Under estimation of time is a common trait of people with ADD. This technique works for both daily tasks (getting ready in the morning, driving to appointments, etc.) and also for work related activities (responding to emails, phone calls and writing reports).

Delegation Works

When working with clients who have ADD, you'll likely notice 'everything' is important and they have a hard time distinguishing between the important tasks. Teach them how to delegate or how to manage.

Structure Works

We need to be able to give our clients a plan for getting organized. They'll need structure in this plan which will include managing their daily activities and deciding when to set aside time to accomplish various tasks. One of the most important things we can teach them is how to schedule appointments and realistically estimate the time required for each event.

Understanding Works

We've all given clients 'homework' to return on another day and find the list in the same place it was the day we left. We must give them a supportive response and our understanding when this happens. Compliment them on maintaining something from your previous appointment and encourage them the next time you leave them with additional 'opportunities' to get ahead.

Empowerment Works

Our job is to empower any client so they can be successful, however ADDers often can be very hard on themselves. Have them contribute to their outcomes and goals. Empower them with whatever tools necessary to reach their goals.

(Continued on page 3)

ADD - What Works

(Continued from page 2)

Reading Works

Of course reading works, but this is for YOU, not our clients. Read as much as possible on the subject of ADD so you're prepared for working with clients. Two recommended books are *ADD-Friendly Ways to Organize Your Life*, and *Driven to Distraction: Recognizing and Coping with Attention Deficit Disorder from Childhood Through Adulthood*.

By using these strategies that work, we can help our clients to focus on the tasks at hand that will lead them to a more organized, simplified and less stressful life.

NAPO-WDC 2007-2008 Committee Chairs

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Donation Station

 **Make-A-Wish Foundation® of the Mid-Atlantic, Inc.**



Deb Lee
D. Allison Lee LLC
NAPO-WDC Vice President
www.dallisonlee.com

Since 1980, the Make-A-Wish Foundation® has enriched the lives of children with life-threatening medical conditions through its wish-granting work. In an effort to help the Make-A-Wish Foundation® of the Mid-Atlantic, Inc. preserve much-needed funds, NAPO-WDC will be making donations from the "wish list" listed below.

Please bring any new and unopened items to the December 3 chapter meeting. Donations are also welcome from clients who have extra items that have not been used. They will then be dropped off at the Make-A-Wish headquarters in Kensington, Maryland.

Thank you for your generosity.

Items for Wishes

(All items must be new and unopened)

- Sunscreen
- Toys (ones for boys especially appreciated)
- Crayons
- Travel games

- Hawaiian leis
- Film
- Children's sun glasses
- Travel-size shampoo, soap, toothpaste, tooth brushes.
- Luggage
- Power strips (for computers, television sets, etc.)
- Reams of white or colored paper
- Gift certificates to electronics stores
- Digital cameras
- Single use cameras
- Gift certificates to family friendly restaurants
- Balloons
- Streamers
- Books about Washington, D.C.
- Gift certificates to book stores
- Gift certificates to music stores (CDs, etc.)

Items for Use in the Office

- 35 MM Camera*
- Stamps
- Pentium III computers*
- File cabinets*
- Film

***These items can be used**

September

- 10 Chapter Meeting:
NAPO is on the GO!
Tysons Marriott
- 18 Book Club
- 27-29 NSGCD
Conference

October

- 1 Chapter Meeting:
Legal Matters -
Protecting Your
Business
Tysons Marriott
- 20 New Member
Brunch, Daily Grill,
Bethesda, MD

November

- 5 Chapter Meeting:
Time Management
Hyatt Regency,
Bethesda, MD
- 13 Book Club

December

- 3 Chapter Meeting:
Business Support
Tools – Ways to
Manage Your
Business Better
Fairview Park
Marriott,
Falls Church, VA

January

- 7 Chapter Meeting:
Aim High - New
Year, New Goals
Location TBD
- 22 Book Club

February

- 4 Chapter Meeting:
Making Money While
You Sleep – Ways
to Create Passive
Income
Location TBD

(Continued on page 5)

Our Thoughts are with Cheryl Larson

As you may or may not know, Cheryl Larson's oldest son Phillip Sherwood was involved in a bad motor cross accident on October 20. Phillip ended up with complete injury to the T-4 through T-6 vertebrae (with removal of the T-5) and currently has lost all mobility in his lower chest and legs. The prognosis is that he will never walk again. He has undergone two major surgeries and has been transferred to the Sheppard Center in Atlanta, Georgia. He will participate in a specialized rehabilitation program and Cheryl is there with him.

They do not know what the future will bring - if he will be able to live independently or need round-the-clock care. Not having any family in the area is making the logistics much more difficult. Phillip is retired military; a Black Hawk pilot who

served in Desert Storm. He's strong, tough and determined and the family is hopeful his determination will help him through this. Even though the doctors have said he will never walk - he will not give up hoping. Cheryl would like to thank everyone for their support during this extremely difficult time. If anyone would like to get an idea of the tremendous support Phillip has in Huntsville, AL you can visit www.phillipsherwood.com

If you are interested in sending Phillip a show of support, you may send a card or letter to the address listed on Phillip's web site.

Thank you for your thoughts and prayers for Cheryl and her family during this trying time.

Are You Ready To Stand Out in a Crowd?

Enhanced Web Site Listing

Judy Parkins, *Gently Organized*
NAPO-WDC Director of Communication
& Technology
TechDirector@dcorganizers.org

As a NAPO-WDC member, you receive a free basic listing in the *Find an Organizer* directory. This includes your name, business name, and phone number(s).

Additional information appears when the individual conducting the search clicks on *View More Information*. Your complete information is displayed including your email, website address, business description, organizing specialties, service areas, and the number of years you have been organizing.

With an Enhanced Listing, your business will **STAND OUT** because all your information will be displayed immediately. New to our directory, your enhanced listing also will include:

- Your photo or business logo in color or black and white (130 wide x 180 tall

pixels maximum, jpeg format).

- Special Color Background to Display Your Information.
- Headings that appears in a bold red font.

Keep in mind that members will continue to be displayed in random order even if they choose to use an enhanced listing.

We hope you're as excited as we are about enhanced listings! It's a very cost effective way of promoting your company. Listings are just \$50 through September 2008 and signing up is simple.

To get an enhanced listing, go to www.dcorganizers.org to sign in with your NAPO ID and password. On the "Members Only," page, click on "Upgrade to an Enhanced Listing Today!" and follow the directions for registering. It's a straightforward process, but feel free to contact Judy Parkins, should you have any questions.

Sign up for enhanced listings and start standing out today!

ADD/ADHD

(Continued from page 4)

Collaboration with Related Health Care Professionals



Mo Osborn, RN
CPO/CD
Simplify Your Life, Inc.
mosborn7@cox.net

Many of our clients are challenged with ADD/ADHD. Over the years, Lynn Mino CPO/CD and I have found that

we have the most long-term success with individuals who work with Psychologists, Psychiatrists, Clinical Social Workers, ADD Coaches and other related health care professionals. It helps our process when we know our clients are receiving the emotional and psychological support they need to achieve success in the organizing process and life. Collaboration can be any combination of the professional organizer, any related health professional or available community resources.

By working side by side with the client, the team facilitates intervention that helps create and maintain environmental changes in our client's homes and lives to foster lasting change. We want the best possible outcome for our clients, which is why we are always striving to continue our own education and professional growth. As members of the National Study Group for Chronic Disorganization (NSGCD), we have been given this wonderful opportunity. Our client's emotional issues are complex and since we are not trained to deal with the necessary psychological changes and issues, we rely on mental health professionals to enhance our work. We know how to respect confidentiality, set boundaries and we follow a code of ethics.

As professional organizers and related health professionals, we all have the same goal of improving the quality of life for our clients. The team approach brings a new dimension and a new effectiveness to all professionals. Collaborative Therapy helps clients deal with both the physical and emotional issues of the chronically disorganized client. It is important that we as professional organizers in NSGCD seek out the mental health professionals, skilled in working with ADD/ADHD clients.

Attention Deficit Disorder (ADD) coaches have made a great deal of difference in our work. ADD coaches undergo extensive training over a long period of time. ADD coaching is an ongoing partnership that helps clients live more effective and

“As professional organizers and related health professionals, we all have the same goal of improving the quality of life for our clients.”

satisfying lives by deepening their learning, improving their performance and enhancing their quality of life.

Therapy with a psychiatrist, who is a licensed medical doctor, focuses on internal growth. Within the context of the room and through questioning, the client explores for himself or herself what brought them to therapy. Although therapy helps the client develop their strengths, it tends to have a more dominant focus on symptom reduction and healing deep subconscious issues. When necessary, the psychiatrist is able to prescribe medication for the client.

We have found that our ADD clients derive maximum benefit from a relationship with a therapist, ADD coach, and a professional organizer focused on improving the client's quality of life.

March

- 3 Chapter Meeting: Marketing and Advertising Location TBD
- 18 Book Club
- 31 Chapter Meeting: Roundtable Discussions Location TBD

April

- 9-12 NAPO National Conference Reno, NV

May

- 5 Chapter Meeting: Member Appreciation Dinner and Awards Location TBD
- 20 Book Club

June

- 2 Chapter Meeting: My Favorite Things Location TBD

No chapter meetings in July or August.

Board Meetings: The next board meeting is scheduled for December 3, immediately preceding the chapter meeting. Board meetings are open to all chapter members. To ensure enough space at the location of an upcoming board meeting, non-board members who wish to attend should contact Chapter President, Scott Roewer, one week prior to the meeting.

PR Corner

Heather Coccozza, *Coccozza Organizing & Design, LLC*, was quoted in the November issue of Metro Washington Home Improvement magazine.

Heather Coccozza, *Coccozza Organizing & Design, LLC*, presented the workshop "Design Your Space & Get Organized" on October 7 and 14 at the home of Kris and Mike McMenamin.

Heather Coccozza, *Coccozza Organizing & Design, LLC*, presented the course "Design Your Space & Get Organized" on November 1 and 8 through Arlington County Adult Education.

Judy Parkins, *Gently Organized*, gave a presentation on "Being Organized at Work and Home" to employees of the Jewish Council for the Aging in Rockville, MD on November 12.

Scott Roewer, *Solutions by Scott*, appeared on The Retirement Living Network's program "Daily Café" on November 13, discussing Senior Downsizing.

Membership Directory

Detailed information about members can be found on our chapter web site, www.DCorganizers.org, in the Members Only section.

Changes and Corrections

Once you join or renew chapter membership, you can update your own information at any time. Go to www.DCorganizers.org. From the "About Us" menu, select "Members Only Pages." Enter your NAPO National membership number and your unique password. Click "My Account" and make changes.

Your Client Has ADHD

Does He Have To Be Disorganized Too?

Carrie Greene
CarrieThru, LLC ADHD Coaching & Organizing Services

Just because a client has ADHD doesn't mean he has to be disorganized. In fact, there are many people with ADHD who are incredibly well organized. Being organized has helped them thrive. However, for clients that have ADHD, it is often more difficult to get organized and stay that way.

What about ADHD contributes to disorganization?

ADHD is a neurobiological disorder. That means that it is a result of how a person's brain is physically wired. ADHD involves the brain's frontal lobe which controls "executive functioning" skills. This is the part of your brain that allows you to make decisions, set rules, prioritize, assign responsibilities and help you focus.

So, if it is so hard for someone with ADHD to be organized, why should they bother?

One of the ironies of an ADHD life is that the more organized they are and the more routines they have, the easier it will be for someone with ADHD to function. What organization does is allow the person with ADHD to NOT have to focus on the minutia. Once organizing becomes routine, they don't have to think about where something goes or where to find something that was put away.

So how do you help get them there?

- Understand that organizing is a skill that many people with ADHD simply don't have. Help your client understand that being organized is not a symbol of intelligence.
- Work for short stretches of time ½ hour – 2 hours at a time. At the end of the designated time period stop BEFORE your client is overwhelmed!
- Have your client commit to a regular,

ongoing schedule.

- Work with your client to determine what systems are working today. Build on those even if those systems are unusual.
- Work with your client to create realistic goals. Do not aim for perfection, aim for "GOOD ENOUGH".
- Work with your client to help them understand their learning style and their strengths. Capitalize on these when designing systems with them.
- Help your client learn how and when they work best. With music on? In silence? Standing up? Chewing gum? In the morning? Evening?
- Many people with ADHD are visual. Labels and color coding tend to work well.
- Be careful not to make a system too detailed; broad categories work best.
- Focus on the accomplishments and not what is left to do!
- People with ADHD are often very creative. Encourage them to use their creativity to brainstorm and design out-of-the-box systems. There isn't a need to fit into someone else's mold. The wackier their idea the better. Remember, you don't have to use it, they do!
- Many people with ADHD are great multitaskers. To capitalize on this, try having two separate organizing projects going on at once and flip flop between them. It may drive you crazy but, if you can handle it, it may help them.
- Break up homework into mini-tasks that take 10 – 15 minutes each. Make sure your client understands the steps these tasks will take and agree on a time to do them. "Have it done by Friday," probably won't work.

Carrie Greene, *CarrieThru, LLC ADHD Coaching & Organizing Services*, is a member of NAPO Northern New Jersey. She can be reached at Carrie@CarrieThru.com.

NAPO Chat Digest

On October 31, Lauren Davidson posted a message saying, "I hope you find this article useful for your third quarter and future business planning." The list is from a web site called NFIB, <http://www.nfib.com/object/1611505.html> which has some great advice.

Common Accounting Mistakes of Home-based Businesses

Operating a home-based business requires dedication and planning, not the least of which is implementing an accounting system that fits the particular business. For some, the system will be relatively simple; for others, with more complicated inventory controls and payroll schedules to manage, the system will be more complex. In every case, there are certain specific accounting mistakes that are common to home-based businesses. This article lists these common mistakes and tells how to avoid them.

The most common accounting mistake is neglecting to systematically put aside enough money for estimated taxes, which normally must be paid April 15, July 15, September 15, and January 15. If you find yourself in this situation, you need to reconsider your accounting systems.

The second most common accounting mistake is not keeping complete expense receipts for tax purposes. When you are buying business items while traveling, or while hurriedly picking up supplies, it is easy to misplace sales receipts, or neglect to notate the transaction properly in your checkbook. Not having sales receipts could prove costly if you were audited, and not keeping proper checking records can make tax-time calculations difficult.

The simplest way to avoid this problem is to use a single business credit card set up solely for that purpose. This card would never be used for personal, non-business purchases. The monthly statements serve as an accurate accounting for both reimbursable client expenses and deductible business expenses. Most credit card companies offer special credit cards for small

business and supply a free year-end summary of expenses for tax purposes. If you are worried about running up debt on the card, discipline yourself to write out a check for each purchase immediately after arriving home.

Keep track of the receipts from purchases. If you are using a checking account debit card, record them immediately in your checkbook register or in your computer finance program. At the time of purchase, make a notation in your checkbook for the purpose of each check. This will help you tally different expense categories at year-end when you are calculating your taxes. File receipts as soon as possible.

Another common accounting mistake home-based businesses make is not recording the source of checks deposited. This is especially problematic if you have business loans. At the end of the year, it may be difficult for you to determine which deposits were payments and which were for loans. To avoid this problem, record the payer and check number for each check. If some deposits contain too many checks to notate in you check book, record the details separately and keep them with your other checking account records.

Many home-based businesses do not have adequate systems in place for billing customers, tracking billable hours and keeping records of overdue payments. Since these activities are integral to a business, you will need to set up a method to determine whom you have billed, and when payments are overdue.

There are several ways to set-up systems to avoid these mistakes. Perhaps most advisable is to work with an accountant who is experienced with helping small businesses. An accountant can help you establish systematic procedures, and can suggest appropriate software and tools that will make your financial life simpler.

Lauren Davidson, ARoundTuit Organizing & Productivity, is from Atlanta, Georgia. She can be reached at lauren@aroundtuitorganizing.com.

Do you promote a product or service useful to professional organizers? NAPO-WDC would like to have you as our Corporate Partner. For more information please visit www.dcorganizers.org/become-corporate-partner.php

Become a Certified Professional Organizer® (CPO®)

<http://www.certifiedprofessionalorganizers.org/>

Register Online Now for the computer based CPO® Exam

January 13-31, 2008

On this site, you should find everything you need to know about the BCPO Certification Program. Find eligibility requirements, answers to commonly asked questions and other details to help you decide if you are ready to sit for future CPO® examinations.

Benefits of Certification

- Recognition of achievement within the industry.
- Competitive market advantage.
- Professional development and increased knowledge gained through preparation for the BCPO examination.
- Listing on the BCPO web site.
- Authority to use the CPO® designation on letterhead, business cards and all marketing materials.



Newsletter Information

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Newsletter Topic Schedule

September	Going Green
October	Teamwork
November	Time Management
December	ADD Clients
January	Moving & Relocation
February	Networking
March	Marketing
April	Public Speaking
May	Conference Reports
June	Finding the Right Clients

(Continued on page 9)

Get Yourself Out There

Organizer Assistants

Janet Schiesl
Basic Organization
www.BasicOrganization.com

Are you interested in letting chapter members know you want to work as an assistant?

Beginning in January 2008, chapter members interested in assisting other organizers will have the opportunity to advertise in a new list to be published in the monthly Constant Contact. This publication comes out approximately seven days before our chapter meetings.

The list will consist of your name, phone number and email address. You will be able to purchase space on the list twice a

year for \$75.00 each, September through January or February through June (that works out to \$15 a month). Since Constant Contacts do not come out on a regular basis in the summer, we will not offer this in July and August. The initial offering will run from January through June. Therefore, you can get a month free if you are interested in stepping up and being in the inaugural listing.

Do you want to be one of the first and get your name on the list for the January 2, 2008 Constant Contact? Contact Janet Schiesl at Schiesls@aol.com for questions or instructions on payment. The deadline for payment of \$75.00 is December 10.

Let's Go GO Month Let's Go!



Laura Caron
Positively Simplified
NAPO-WDC Director of Marketing
LLCaron@verizon.net

It's almost that time again. Get Organized "GO" MonthSM is right around the corner.

January is when we, as PO's, raise public awareness of the benefits of getting organized and of working with a professional organizer.

Our project for GO MonthSM is currently "under construction" and has not been finalized. Our goal is to search for local nonprofit agencies in need of organiza-

tional assistance and have them submit applications to us. The GO MonthSM committee will review the applications and make a decision as to who is the winning agency. We will work alongside that organization and its members in an effort to transform their space – office space or whatever space needs attention – to enable them to better serve the community that they support.

Please make time in your schedule and join me in volunteering for GO MonthSM.

Help promote the professional organizing industry while you work with your fellow organizers. Please contact Laura Caron at LLCaron@verizon.net to volunteer or ask questions.

Congratulations to College Hunks Hauling Junk for being named one of "18 Places Deserving Honorable Mention" in the November Washingtonian Magazine's Great Places to Work issue.

Share The Experience

(Continued from page 8)

ADD/ADHD Clients



Amy Goldberg
The Runaround
www.runaround.com

How often have you been asked “Has this ever happened to you?” Has a client ever asked you “Is this the worst project you have ever had?” The answers to those and other questions may seem simple, but the way we answer them and the signals we send in doing so, can provide insight into how we approach a problem or project. So, in future newsletters NAPO-WDC would like to offer our readers the opportunity to have those questions answered. It is our way of “sharing” our experiences with all of you and perhaps solving a problem for a fellow professional organizer, client or consumer. If you have a question or have had an experience with a client that you would like to share, please let us know and we will do our best to help.

The Challenge of Short Term Memory

As the parent of a child with ADHD, I have had 18 years of daily experience with the challenges of this condition. Recently, I worked with a client who not only has ADD but had suffered a brain injury and had lost her short term memory. She literally didn't remember what she had just done not much less what she needed to do in the next moment, day or week. This presented me with the challenge of trying to provide her with a list of tasks that was not overwhelming, but placing it where she could find it. The first item on my list was to convince her that having one list was better than several. On a number of occasions, duplicate schedules and appointments created many more problems than they solved. One of the biggest obstacles I faced was teaching her how to slow down when looking for something. By taking the time to retrace her steps, she was often able to locate a missing item. We automated as many of her routine activities as possible and scheduled payments with creditors, bills, and utilities. The fewer things she had to physically handle, the better she could manage the remaining tasks. By keeping her keys in the same place everyday, she always knew where they were, and this proved to be a tremendous relief. For individuals with Attention Deficit Disorders of any type, the details are less important than the big picture.

Send all correspondence to SharetheExperience@dcorganizers.org

The deadline for each newsletter submission is one week after each chapter meeting.

The NAPO-WDC Chapter is committed to providing information through the newsletter. Contributions from members are encouraged. All articles are subject to editing. Please include your full name, business name, email address and photo for possible publication.

If you would like to advertise in this newsletter, please contact Janice Landfair. NAPO-WDC makes no endorsement of products or services advertised.

Advertising sizes and rates:

Small (3 1/2 x 2")	\$30
Medium (3 1/2 x 4")	\$50
Large (7 x 4")	\$100

25% discount for members

25% discount for repeat ads (3 or more consecutive months)

All ads must be pre-paid. Rates subject to change at anytime.

Change in Advertising Rates

Janet Schiesl
Basic Organization
www.BasicOrganization.com

The Board of Directors has voted to increase advertising rates for the Capital News & Views. The current rates are \$30 for a small ad, \$50 for a medium size ad

and \$100 for a large ad. Exact sizes of ads are listed to the right of this article. The discounts offered remain the same. If you have any questions, please contact Janet Schiesl at Schiesls@aol.com or Janice Landfair at mdinshd@aol.com.

Chapter Mission:
To develop, lead and promote professional organizers and the organizing industry.

**Invest In Your Future
Success and
Professionalism
Join NAPO-WDC**

Education

NAPO-WDC offers education opportunities to help you become more efficient, knowledgeable, and competitive:

1. NAPO-WDC Mid-Atlantic Regional Conference and Marketplace Expo – members receive a discount!
2. Free admission to all chapter monthly education meetings.
3. Mentor program for new and aspiring organizers.
4. “Ask The Expert” program available to guests and members offering personal and professional support.
5. Enhanced membership identification for Golden Circle members and CPOs®.
6. Increased professional credibility.

Professional Resources

NAPO-WDC provides resources and services geared toward your professional growth and development:

1. Free electronic subscription to Capital News & Views, NAPO-WDC's monthly newsletter.
2. Tape/CD recordings from previous NAPO & NAPO-WDC conferences available to be checked out from the chapter lending library.

(Continued on page 11)

November Chapter Meeting Review



Heather Coccozza, PMP
Coccozza Organizing & Design
NAPO-WDC Secretary
www.CoccozzaOrgdesign.com

Highlighted Chapter Announcements

- Susan Kousek, the chapter's CPO® Liason, announced that the CPO® exam will be available on-line in January 2008 at a location in Columbia, MD.
- Cheryl Richardson, Conference Chair, at cherylrichardson5952@gmail.com is looking for a Vendor Marketplace Chair for the NAPO-WDC Mid-Atlantic Regional Conference to be held in Bethesda, Maryland on March 1, 2008.
- Laura Caron, Marketing Director, is looking for more volunteers for Get Organized (GO) Month in January 2008. During GO Month, chapter members provide pro-bono services to non-profit organizations in the metro area.
- Florence Lehr, Treasurer, provided a presentation on the chapter's financial status, highlighting the FY08 projected budget and current financial balance.
- Judy Parkins, Technology & Communications Director, presented the new Enhanced Web Listing available to

members for \$50, which highlights their company during NAPO-WDC web searches to “find an organizer”.

Speaker and Topic Highlights

Lauren Kirby, the President of Turn-Around, LLC, spoke on saving time with repeatable processes. Highlights from the presentation are provided.

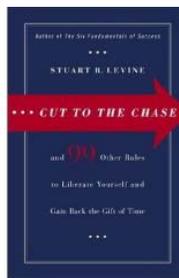
- All business activities are one of the following:
 1. Input
 2. Process
 3. Output
- By documenting your business activities, you are creating repeatable processes and procedures, that can be used by others to help run your business as your business grows or if you have an emergency that requires you to step away from your business for a period of time.
- A Six Sigma process flow model was provided as an example.
- Kirby also distributed her assessment tool (also on TurnAround, LLC's website), which she uses during her first free two hour meeting with a potential client. The assessment allows her to pinpoint her potential client's pain in his or her business.

Book Club

Lynn Meltzer
Clutter and Paperworks

When: Tuesday, January 22, 7 pm
Where: The home of Lynn Meltzer
What: *Cut To the Chase: and 99 Other Rules to Liberate Yourself and Gain Back the Gift of Time* by Stuart R. Levine

The author offers ideas for getting more done in less time, highlighting ways to find more balance in work and home. This book confronts the distractions and time wasters of daily life.



The NAPO-WDC Book Club meets every other month and chooses its own books.

Take part in this great opportunity to get to know other members and to share your knowledge, thoughts and questions. All chapter members are welcome to attend.

Please check the chapter newsletter calendar (on pages 4 and 5) for future dates. To RSVP and for directions, contact Lynn at 301-530-3551. Directions will also be given out at chapter meetings.

Welcome New Members!

Andrea Hancock
Hired Hands Organizing and Relocations
 240-246-5327
andrea@hiredhandsdc.com

Renee Harris
Clutter Management
 301-577-3756
renharris@hotmail.com

Denise Tighe
The Art of Organization
 703-477-8294
organizationbydenise@yahoo.com

Caitlin Shear
A Sorted Affair LLC
 877-767-8331
cshear@sortedaffair.net

Jennifer Kundrod
Jen Gets It Done
 703-477-1796
jen@jengetsitdone.com

Angela Abernathy
It's All In Place, LLC
 703-380-6430
aabernathy1@verizon.net

Kimberly Purdy
 (703)-201-7015
kimberlypurdy@verizon.net

Correction: In the November newsletter Sandra Merrigan was misspelled Herrigan.

There are currently 114 members and three Corporate Partners in NAPO-WDC. 41 members attended the November meeting and the chapter hosted 2 guests that evening.

Thank you to Harriet Contract, Jill Peterson and Susan Unger for hosting the membership table and Janet Schiesl and Laura Caron for being a meeting guest buddy, along with Susan Kousek and Jessica Williams for hosting the "Ask The Expert" table.

Benefits (Continued from page 10)

3. Book club meetings held bi-monthly.
4. Media exposure through NAPO-WDC chapter promotions, print and electronic media.
5. Online referral network generating business leads and connections with new clients.
6. Unique Members Only section for additional resources.
7. Participation in the NAPO-WDC Yahoo Discussion Group.
8. Public relations and cooperative marketing efforts.

Networking

NAPO-WDC recognizes the importance of being able to interact with and learn from the leaders in the organizing industry:

1. Meet manufacturers and distributors of organizing products, and give them your input on product development.
2. Take advantage of volunteer opportunities that provide experience, exposure, and the opportunity to affect the future of the organizing industry.
3. Your business web site linked to the chapter web site www.dcorganizers.org
4. Leadership opportunities through committee positions, board leadership, project and event coordination.

Web Site Report

Judy Parkins, *Gently Organized*
 NAPO-WDC Director of Communication & Technology
www.gentlyorganized.com



This Year	Unique Visitors	Number of Visits	Pages	Hits
October 2007	945	1,389 1.46 visits/visitor	4,849 3.49 pages/visit	50,525 36.37 hits/visit

Last Year	Unique Visitors	Number of Visits	Pages	Hits
October 2006	892	1,382 1.54 visits/visitor	4,708 3.4 pages/visit	48,902 35.38 hits/visit

Fun Fact: In October, 2007, the average length of the 1,389 visits to our website was 224 seconds. 955 visits were for between 0 -30 seconds and on the other end of the spectrum, 22 visits were 1 hour or more.

Golden Circle

Golden Circle originated in 1990 as a way to recognize our veteran members with a special designation for their dedication to the organizing profession and to NAPO. There are more than 300 members throughout the country and 38 in our area.

If you've been in business as an organizer for at least five years, and a NAPO member for at least one year, you may qualify for GC membership. To apply, go to www.napo.net/members-only/golden_circle_application.pdf for an application.

There are no membership fees or dues and new members receive a GC certificate and gold membership pin. The GC logo can be used on your marketing collateral and you are designated in the National and Local NAPO Membership Directories, and websites, as a GC member.

GC members attend many outstanding events at the NAPO national conferences – including luncheons, special lectures and roundtable discussion groups – as well as local get togethers.



Information & Referral Line

202-362-NAPO (6276)
www.DCorganizers.org

Golden Circle Report

Golden Circle Has Quarterly Gathering



Jessica Williams
Clutter Doctor
clutterdr@earthlink.net

Nine Washington, DC-area Golden Circle members met for their quarterly gathering on Monday, November 12. Susan Kousek, Gladys

Kozlik, Rebecca Lang, Lynn Meltzer, Laurie Minerbi, Amy Rehkemper, Rosy Staddick, Victoria Robinson and Jessica Williams enjoyed a delicious Italian dinner and lively discussion about their organizing work. Specifically, they shared their experiences working with long-term clients, managing relationships with challenging clients, establishing boundaries and avoiding burnout. Thank you to all who attended. Each of you contributed valuable insights and made our conversation very thought-provoking!

Future Golden Circle Gatherings

Our next quarterly Golden Circle gathering will take place in Northern Virginia in February. Date, location and topic for discussion will be announced in the January newsletter. We will also try to coordinate a Golden Circle social event at the March 1 Mid-Atlantic Regional Conference for Professional Organizers in Bethesda.

Golden Circle Listserv

The Golden Circle Member Listserv is a terrific venue for more seasoned professional organizers from around the country to network with each other. This resource

allows you to ask for advice, get a referral for a vendor or product or share your knowledge about a variety of topics with other Golden Circle members. Find more information about this listserv at <http://www.napo.net/members/gc.html>

Ask the Expert Table

At each chapter meeting, an "Ask the Expert" table is hosted by one or more Golden Circle members. This gives new organizers the opportunity to benefit from the wisdom of seasoned organizers and gives Golden Circle members a chance to give back to the organizing community.

Thanks to Susan Kousek for hosting in November! Hosts are needed for the January-June chapter meetings. A half hour of time by those GC members who can arrive by 6:15 would be greatly appreciated! Please contact Jessica to schedule a date today!

Applying for Membership

Qualifications for Golden Circle membership are listed to the left of this article. If you are approaching your 5-years-in-business milestone, be sure to start gathering your application materials now. If you want to receive your new Golden Circle Member pin at Conference, you should allow for about 2 months lead time. As a Golden Circle member, you will be allowed to attend special conference sessions and have the opportunity to network with some of the most experienced and well-respected organizers from around the country.

Questions? Contact Jessica Williams, Clutter Doctor, GC Liaison at clutterdr@earthlink.net.

The Marketplace is available at chapter meetings for members' promotional materials including seminars, products for sale or hiring subcontractors.

The right time and the right place for a meeting of the minds.

Save the Date

10th Annual
Mid-Atlantic
Regional
Conference
for
Professional
Organizers

Saturday,
March 1, 2008
8:00 am - 5:00 pm

Doubletree Hotel and
Executive Meeting Center

Bethesda, Maryland

Presented by NAPO-WDC



NAPO-WDC Chapter Membership Dues

Regular Chapter membership requires membership in NAPO National (*see below*).

Regular chapter member (local)	\$135
Regular chapter member (non-local)	\$ 90
New member one-time processing fee	\$ 25
Corporate Partner	\$250
New Corporate Partner one-time processing fee	\$ 50

Membership year is from October 1 through September 30.

For NAPO-WDC Chapter membership information and application, visit www.DCorganizers.org or contact the Membership Director, Cheryl Larson at membership@dcorganizers.org. For Corporate Partner questions, contact Kim Oser at CorpPartners@dcorganizers.org.

NAPO National Member Dues

Provisional member annual dues	\$180
Active member annual dues	\$200
Corporate Associate member annual dues	\$550
One-time processing fee	\$ 20

Send NAPO National dues to:
NAPO National Headquarters
4700 W. Lake Avenue
Glenview, IL 60025-1485
847-375-4746

Visit the web site to download a membership application or join directly at:

http://www.napo.net/join_napo_regular.html



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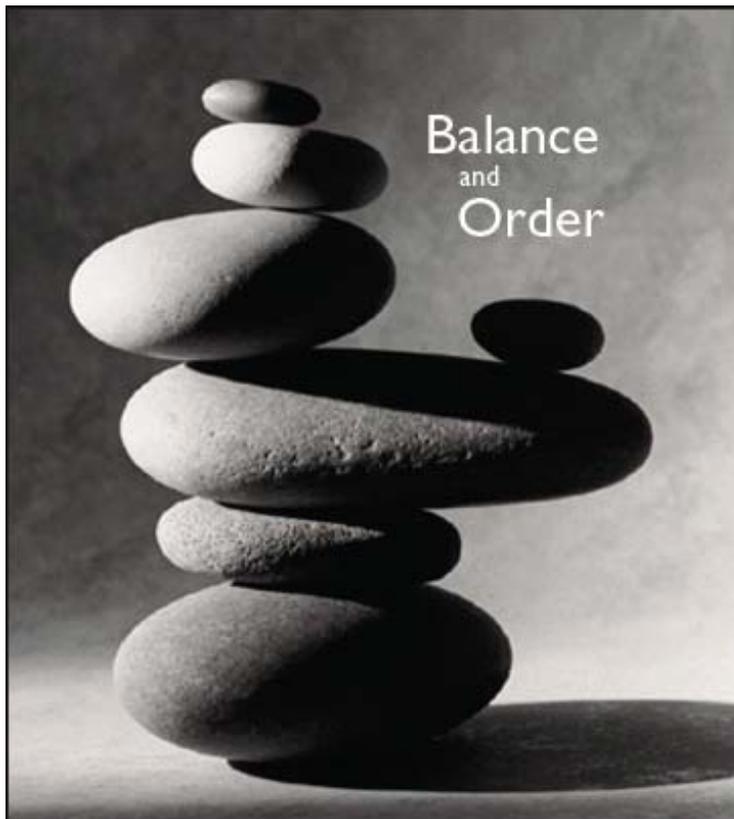
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Additional info located on Marketplace Table

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AS INTERVIEW WITH PETER WALSH, PAGE 14

18 ORGANIZING IS FOR EVERYONE!

24 ROAD TRIP RESCUE

32 LIGHTEN YOUR LOAD

40 GARAGE SALE SUCCESS



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