

## Am I Making a Living at This?

### Next Chapter Meeting - January 5, 2009

Do you know the costs of doing business as a professional organizer? Are you charging enough to make a living? How do you figure out what to charge? Are you tracking your income and expenses so you can tell if you're making a profit?

In this session, you'll learn the financial facts of life of being self-employed -- the expenses to anticipate, when and how to make estimated tax payments, and some ways (high tech & low tech) to track income and expenses.

Though this session is all about money, there'll be a brief discussion of all the other things a professional organizer does that are not billable, but take time during the work week.

Using a worksheet developed by Susan Kousek (and used in NAPO's Professional Organizing 101 class), you'll learn how to calculate an hourly rate (for a sole proprietor/Schedule C taxpayer) based on your desired annual salary, taking into account business expenses, health and

other insurance, retirement, the employer share of Social Security/Medicare, the number of weeks you want to work, and the number of billable hours you think you'll have per week.

Susan Kousek, CPO<sup>®</sup>, is the owner of Balanced Spaces<sup>®</sup> in Reston, Virginia.

Self-employed since 1985 (doing bookkeeping, payroll, computer training, and technical writing), Susan makes a living as a professional organizer; though she admits it took her a while to charge enough to cover her expenses and put money aside for retirement. In addition to hands-on organizing, she offers workshops and presentations. Her clients include solopreneurs, small businesses, corporations, associations and government agencies, as well as retirees and moms-at-home. She is a Golden Circle member of NAPO and a member of NSGCD and the National Speakers Association.

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There will be no "Ask the Expert" panel prior to the chapter meeting this month, to accommodate the Leadership Forum. The meeting will begin at **6:30 pm**.

This Issue  
**Financial  
Organizing**

President

Michelle Bogert  
mbogert@satisfunctional  
spaces.com  
703-953-2594

Vice President

Jen Kundrod  
jen@jengetsitdone.com  
703-477-1796

Secretary

Sandra Merrigan  
organizingchaos@erols.com  
301-518-2434

Treasurer

Lauren Halagarda, CPO®  
Lauren@2OrganizeU.com  
703-282-2231

Communications/Technology

Theresa McDonald  
info@preciselyright  
organizing.com  
215-266-0296

Marketing

Amy Goldberg-Cutler  
therunaround@att.net  
301-922-0196

Corporate Partners

Kim Oser, CPO®  
kim@putitaway.net  
240-350-9091

Membership

Karen Swain, CPO®  
Karen@myspace  
matters.com  
703-534-5450

Programs and Professional  
Development

Vacant

Past President

Scott Roewer, CPO®  
scott@solutionsbyscott.com  
202-249-8330

# Organize Your Estate



Norman Zalfa  
*Organize Your Estate, Inc.*  
[oye@comcast.net](mailto:oye@comcast.net)

Most of us have heard the expression that the only things we have to do in life are pay taxes and die. If you agree that this is probably true, be proactive. Facilitate the future closing of your estate in an efficient and less costly manner. Organize Your Estate, Inc. was created to help individuals do just that. Working closely with clients, we identify, locate, record, and put in administrative order all of their personal and business estate information, assets, and documents. This process is a major step in efficient estate planning.

No one likes to talk about death or incapacity, but these subjects are part of life. You might be designated the executor/ executrix to close out someone's estate after their death. Do you know the location of the will and other needed documents? What could you do if the person is incapacitated and in the hospital? If you need to care for the person, would you have access to their medical directive and insurance documents? You should consider how difficult it would be for your family to care for you or close out your estate if everything is not in order. While you can, make the situation easier and efficient by identifying, locating, and recording all estate information.

Also, think about being called upon to care for parents or an elderly or ill family member. Organizing parents or others before your assistance is truly needed will facilitate a cordial, productive relationship.

Another major benefit of having your estate in administrative order is that you will have an overview of how your finances are apportioned. With this information you can better consider reallocating your resources. If you are thinking of engaging the services of a financial planner, the advisor will need to know how much your estate is worth and the details about your assets. Gathering the information before meeting the advisor will enhance the efficiency and productivity of the meeting.

Estate attorneys often have clients who are disorganized and do not know the value of their estates. Organize Your Estate is commonly called upon to work with the lawyer's client to put the client's estate in administrative order. Once this is done, the attorney is better able to service the client.

Another thing to consider in organizing one's estate is to perform a photographic inventory of the contents of the home and other property. It's a good idea to keep documents in an Underwriter Laboratory rated fire resistant file cabinet with a lock.

In conclusion, remember that in the business world, no job is finished until the paperwork is done. Put your affairs in administrative order now while you can!

## January 5 Chapter Meeting Information

**Location**

Westin Tysons Corner  
7801 Leesburg Pike  
Falls Church, VA 22043  
703-893-1340

[www.westintysonscorner.com](http://www.westintysonscorner.com)

There is ample free parking.

**Meeting Agenda**

6:30 - 7:00 pm Membership Business Meeting  
7:00 - 8:00 pm Leadership Forum  
8:00—9:00 pm Business Meeting and Program

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

*Professional attire please.*

# GO Month® 2009



Sandra Merrigan  
Organizing Chaos  
NAPO-WDC Secretary  
[organizingchaos@erols.com](mailto:organizingchaos@erols.com)

## 40Plus of Greater Washington

is an all-volunteer nonprofit dedicated to helping professionals find meaningful work and make successful career transitions. A resource for the city, this Washington, DC institution has served the metropolitan area for 55 years. More than 8100 Washingtonians have completed the renowned 40Plus comprehensive training program which offers all aspects of career transition including setting job hunting goals, writing attention-getting cover letters, preparing winning resumes, Internet search strategies, career opportunities via social networks, video-taped interviews, negotiating salary and benefits,

ongoing job search support, peer support and networking.

Since the beginning of the year, 40PLUS has seen a marked increase in requests for services. So to get ready for increased numbers and more people needing their services, the organization is taking this opportunity to paint the offices, declutter, organize and plan space for better efficiency.

We encourage NAPO-WDC Chapter members to join us for this event. We will be helping with all aspects of the plan except the painting, which will happen 1-2 weeks before our event.

Specific details will be available shortly. In the meantime, please contact Amy Goldberg-Cutler, Director of Marketing at [www.runaround.com](http://www.runaround.com) or [marketing@dcorganizers.org](mailto:marketing@dcorganizers.org) to indicate your interest in participating.

## NAPO-WDC 2008-2009 Committee Chairs

### Golden Circle

Jessica Williams  
[clutterdr@earthlink.net](mailto:clutterdr@earthlink.net)  
703-497-7939

### Newsletter

Janet Schiesl  
[Janet@basicorganization.com](mailto:Janet@basicorganization.com)  
571-265-1303

### Nominating

Scott Roewer, CPO®  
[scott@solutionsbyscott.com](mailto:scott@solutionsbyscott.com)  
202-249-8330

### Mid-Atlantic Regional Conference

Cheryl Richardson  
[cherylrichardson@cox.net](mailto:cherylrichardson@cox.net)  
703-869-3948

### **Points of Contact**

#### Book Club Coordinators

Lynn Meltzer  
[arnielynn@verizon.net](mailto:arnielynn@verizon.net)  
301-530-3551

Judy Parkins  
[judy@gentlyorganized.com](mailto:judy@gentlyorganized.com)  
703-548-1000

#### Lending Library

Wendy Lambrechts  
[wendy@perfectlyorganizedlives.com](mailto:wendy@perfectlyorganizedlives.com)  
703-698-7815

Jill Peterson  
[getorganized@verizon.net](mailto:getorganized@verizon.net)  
703-748-2992

#### CPO® Liaison

Susan Kousek  
[skousek@balancedspaces.com](mailto:skousek@balancedspaces.com)  
703-742-9179

#### NAPO in the School

Sandra Forbes  
[Sandra@forbesorganizing.com](mailto:Sandra@forbesorganizing.com)  
703-281-2959

#### Webmaster

[info@dcorganizers.org](mailto:info@dcorganizers.org)

#### Yahoo Group

Kim Oser, CPO®  
[kim@putitaway.net](mailto:kim@putitaway.net)  
240-350-9091

## Certified Professional Organizer® Update



Susan Kousek  
Balanced Spaces®, LLC  
CPO Chapter Liaison  
[www.balancedspaces.com](http://www.balancedspaces.com)

### **New Resource List**

In December, the BCPO (The Board of Certification for Professional Organizers) released an updated list of suggested reference sources for those studying for the Certified Professional Organizer (CPO®) exam. This list is half as long as the original list.

The list can be found on the BCPO site, at [www.certifiedprofessionalorganizers.org](http://www.certifiedprofessionalorganizers.org). Then click "Candidate Preparation" and in the text "Suggested Reference Sources."

The first item on the list, the BCPO Code of Ethics (different from the NAPO Code of Ethics), can be found by going to the BCPO home page, click "Get Certified," then "Eligibility Requirement FAQs," then click the link for the "Code of Ethics for

Certified Professional Organizers" in the text (roman numeral II).

### **Sign up for BCPO News**

If you're considering taking the exam (even if it's far in the future), sign up for *BCPO News* which offers information about future exam dates and other matters of interest (such as the revised book list). Go to the BCPO web site above, and at the bottom of the first page, click the link to "Receive e-mail notification of future examination dates."

### **Notes from November CPO Roundtable**

If you would like a copy of the speaking notes prepared for my presentation at the November 3 chapter meeting CPO Roundtable; which includes the updated list of books, and the handout with exam content outline with space for notes, email me at [skousek@balancedspaces.com](mailto:skousek@balancedspaces.com). The notes include additional information that was not received by those attending the Roundtable discussion.

# Get Involved in NAPO-WDC Chapter

## September

- 8 Chapter Meeting:  
The Art of Pre-Assessment  
Westin  
Tysons Corner
- 23 Book Club North
- 25-27 NSGCD  
Conference  
St. Louis, MO

## October

- 6 Chapter Meeting:  
Tech-Savvy  
Organizing  
Hyatt Regency  
Bethesda, MD
- 22 Book Club South

## November

- 1 New Member  
Brunch  
Invitation Only  
Clarksburg, MD
- 3 Chapter Meeting:  
Roundtable  
Discussions  
Westin  
Tysons Corner
- 18 Book Club North

## December

- 1 Chapter Meeting:  
"My Mother's  
Garden"  
Hyatt Regency  
Bethesda, MD
- 10 Book Club South

## January

- 5 Chapter Meeting:  
Am I Making a Living  
at This?  
Westin  
Tysons Corner
- 13 Book Club North

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Scott Roewer  
Solutions by Scott LLC  
Past President  
[www.solutionsbyscott.com](http://www.solutionsbyscott.com)

In 2004, I made a decision to actively participate as a member of my local NAPO chapter. For me, it was a decision based on the philosophy, you only receive from an organization, what you're willing to give. So that year, I made a resolution to take an active role as a chapter volunteer. As you are making your New Year's resolutions, consider adding: "Volunteering within my professional association" to your list of resolutions. I'd like to encourage you to consider serving as a member of the NAPO-WDC Board of Directors.

Nominations for the elections of Chapter Officers and Directors will be accepted during the month of January. The nomination process is simple. Continue reading the qualifications and find the nomination information towards the end of this article.

The following positions will be open for nominations: Chapter Officers - President, Vice President, Secretary, and Treasurer. Chapter Directors - Membership, Professional Development/Programs, Marketing, Communications & Technology, and Corporate Partners. Board position terms are one year with no term limit.

Knowing your strengths is most important in determining how to share them with the chapter. Please read the duties of chapter officers and directors and make this year the year that you'll contribute to your profession. I guarantee you'll see a correlation in your confidence and in your business.

If you have any questions, please contact myself, Scott Roewer, Nominations Committee Chair, [Scott@solutionsbyscott.com](mailto:Scott@solutionsbyscott.com)

As a Chapter leader, you'll be able to contribute to the NAPO-WDC Board's specific goals. They are:

- Establishing a strategic plan for the Chapter
- Setting policy

- Determining annual goals, programs and special events for the Chapter
- Increasing public awareness of the value of professional organizers

### Responsibilities of Chapter Board of Directors

- Understand NAPO bylaws and NAPO Chapter Operations Handbook;
- Understand Chapter Bylaws, Chapter Operations Manual, Policies and Procedures and Anti-Trust Laws;
- Be familiar with operations and requirements of a non-profit Board of Directors;
- Maintain fiscal well-being of the organization;
- Ensure that you always act in the best interest of the association *only*. Do not use your position to benefit yourself or your business. Avoid self-dealing and conflict-of-interest situations.

### General Duties of Chapter Board of Directors

- Adopt programs to carry out the Chapter's mission;
- Establish personal goals and objectives for your length of service;
- Prepare for and attend Board meetings by carefully studying the agenda and supporting materials;
- Attend all Board and Chapter meetings;
- Support Board actions publicly;
- Support Chapter activities with your presence;
- Deliver appropriate reports at Board and general chapter meetings as needed;
- Maintain proper reporting channels with the Board and President;
- Be proficient in e-mail and using the Internet;
- Participate in budget and financial review processes within the chapter;
- Take part in chapter sponsored events;

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- Fulfill all duties of office, seeking help where necessary;
- Set an example of ethical professionalism and excellence in business within the chapter;
- Encourage members to support the chapter and become involved;
- Educate oneself, board members, chapter members, and prospective members about the professional organizing industry.

### Duties of Chapter Officers

#### President

- Shall be considered the executive officer of the Chapter and shall supervise the Chapter's business and activities;
- Creates agenda and preside over chapter Board of Directors meetings;
- Presides over chapter general membership meetings;
- Motivates and supports members in their respective positions;
- Oversee activities of special task forces;
- Serves as liaison to the National Association and other NAPO Chapter Presidents;
- Is the ex-officio member of all committees;
- Participates in all Chapter events;
- Attends the National Conference and serves as the primary representative of the chapter;
- Manages obligations of the Chapter, sign contracts and manage subcontractors;
- Approve communications representing the Chapter to prospective members, the general membership, and the public at large;
- Perform other duties as may be prescribed by the Chapter Board of Directors or by the NAPO Board of Directors.

#### Vice President

- Acts in place of the President when the President is absent or unable to act;
- Attends executive board meetings;

- Oversee special projects;
- Maintain the voicemail system;
- Contribute to the newsletter with articles related to this position;
- Maintain and updates the Chapter's Constant Contact database;
- Perform other duties as requested and/or delegated by the President.

#### Secretary

- Record, prepare, disseminate and maintain minutes of the Chapter Board of Directors meetings, chapter meetings, and Board Retreat;
- Distribute updated Board rosters to NAPO;
- Submit Chapter meeting reviews to the newsletter;
- Provide minutes for approval by meeting participants;
- Oversee the record keeping procedures, Chapter operational documents, and files for the current year;
- Oversee the maintenance of the Chapter Bylaws;
- Maintain inventory of Chapter's official supplies and materials;
- Maintain Chapter historical records and operations documents;
- Send Chapter monthly and Board of Directors minutes to NAPO on a quarterly basis along with financial reports due to NAPO.
- Perform other duties as requested and/or delegated by the President.

#### Treasurer

- Act as Treasurer for the chapter and chair the Finance Committee, if it exists;
- Be responsible for the funds and finances of the chapter;
- Prepare and forward to NAPO all financial reports and budgets as outlined in Chapter Financial Controls and Reporting Guidelines;
- Prepare and submit a proposed budget to the chapter Board of Directors to be approved and implemented before the beginning of the fiscal year, October 1;
- Collect and account for chapter dues and meeting fees;

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### February

2 Chapter Meeting:  
Reduce, Reuse,  
Recycle, Rethink:  
The 4 "R's" of  
Electronics  
Hyatt Regency  
Bethesda, MD

18 Book Club South

### March

2 Chapter Meeting:  
Envisioning the  
Future  
Westin  
Tysons Corner

24 Book Club North

### April

6 Chapter Meeting:  
Organize Your  
Estate  
Bethesda, MD

22 Book Club South

29-  
May 2 NAPO National  
Conference  
Orlando, Florida

### May

4 Chapter Meeting:  
Annual Awards  
Dinner  
TBD

19 Book Club North

### June

1 Chapter Meeting:  
A Few of Our  
Favorite Things  
Hyatt Regency  
Bethesda, MD

17 Book Club South

### July

TBD Book Club North

**No chapter meetings  
in July or August.**

## PR Corner

Susan Kousek, *Balanced Spaces*, taught "Time Management" for Fairfax County Adult Education, November 6.

Scott Roewer, CPO®, Solutions by Scott, was interviewed by Rubbermaid for their Q & A With a CPO® feature on their blog, "Adventures in Organization".

Scott Roewer, CPO®, Solutions by Scott, appeared in the January 1 issue of *Woman's Day Magazine*. "Save or Toss? Clear Out The Clutter"

## MARKETPLACE TABLE

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

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](http://www.dcorganizers.org/become-corporate-partner.php)



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- Handle accounts payable and receivable;
- Receive and process reimbursement requests;
- Pay chapter financial obligations;
- Review contracts and/or agreements;
- Monitor expenditures to maintain a financial balance which maintains an appropriate reserve for the chapter to sustain its activities;
- Review chapter financial records and present them to the chapter membership at least quarterly;
- Has computer skills necessary to maintain the Chapter's finances in QuickBooks.
- Perform other duties as requested and/or delegated by the President.

## Duties of Chapter Directors

### Membership

- Oversee all duties related to the following, either directly or through a committee chair:
- Review and process all Chapter membership applications;
- Respond to inquiries via phone and email
- Oversee new member orientation
- Oversee registration table at Chapter Membership meetings with the assistance of the Treasurer
- Forward any NAPO membership applications to NAPO headquarters;
- Conduct membership renewal process;
- Distribute new member information packets and materials;
- Oversee mentoring program;
- Chair the Membership Committee;
- Monitor compliance with NAPO membership categories;
- Maintain Chapter membership database and inform NAPO headquarters of changes on a monthly basis;
- Oversee the membership application process;
- Confirm eligibility for chapter board candidates;
- Oversee production and distribution of membership packet/ Operating Man-

ual and aspiring member packet.;

- Collect and tabulate member survey data;
- Perform other duties as requested and/or delegated by the President.

### Professional Development/Programs

- Oversee all duties related to the following, either directly or through a committee chair:
- Find and reserve Chapter meeting locations;
- Maintain program calendar in the appropriate venues;
- Procure and communicate with speakers;
- Schedule and facilitate program portion of Chapter meeting;
- Create, distribute, and review program evaluation forms;
- Oversee Chapter conference;
- Develop ongoing educational programs in addition to chapter meetings;
- Perform other duties as requested and/or delegated by the President.

### Marketing

- Oversee all duties related to the following, either directly or through a committee chair:
- Report to Vice President;
- Seek out opportunities to increase public awareness of NAPO and the organizing professional;
- Act as the liaison between media and the Membership. Connect Chapter members with members of the media for the purposes of articles or TV spots;
- Post Chapter calendar of events to [www.napo.net](http://www.napo.net);
- Maintain a press packet;
- Maintain an updated media list;
- Chair Get Organized Month<sup>SM</sup>
- Perform other duties as requested and/or delegated by the President.

### Communications & Technology

- Oversee all duties related to the following, either directly or through a committee chair:
- Establish a plan of action, timeline, and budget to initiate and operate the website;

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- Establish a format and regular features;
- Coordinate design and content changes with the Board;
- Set and meet deadlines for website changes;
- Serve as a liaison between the Chapter and website management contractors;
- Recruit members for the Website Committee;
- Secure and expand links;
- Report to the President;
- Monitor and keep a current list of all website administrative accounts (Verisign, Domain Names, Web Host, Web Master, and Database);
- Submit all/any website related invoices to the Treasurer;
- Oversee duties related to electronic communication;
- Perform other duties as requested and/or delegated by the President.

#### Corporate Partners

- Serve as liaison between the Chapter Board and the Corporate Partners of the chapter;
- Recruit Corporate Partners;
- Process Corporate Partner applications;
- Support the Annual Conference sponsorship and marketplace activities;
- Maintain content of Corporate Partner website pages;
- Perform other duties as requested and/or delegated by the President.

#### Eligibility for Nomination

To be eligible for nomination to the chapter Board of Directors as an Officer or Director, the candidate must meet the following criteria:

- Be a Chapter member with current dues paid to the Chapter and NAPO and have consented to serve.
- Regular members must be actively working as a professional organizer.
- Nominees for the office of President shall have been members of the Chapter for at least one (1) year prior to the election meeting.
- Nominees for the office of Vice President shall have been a member of the Chapter for at least six (6) months prior to the election meeting.
- Nominees for all other board positions shall be Chapter members.
- A Corporate Partner can serve on the Chapter Board as a Director but not as an officer, i.e., President, Vice President, Secretary, Treasurer, or Immediate Past President.

If you're interested in a position, please either complete a nomination form for yourself or have someone nominate you. Please see the included nomination form on page 13. Nominations are due by January 20, 2009.

### NAPO-WDC Chapter Membership Dues

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

Regular chapter member (local)	\$165
Regular chapter member (non-local)	\$120
New member one-time processing fee	\$ 25
Corporate Partner	\$275
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](http://www.DCorganizers.org) or contact the Membership Director, Karen Swain at [membership@dcorganizers.org](mailto:membership@dcorganizers.org). For Corporate Partner questions, contact Kim Oser at [CorpPartners@dcorganizers.org](mailto: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:  
National Association of Professional Organizers  
15000 Commerce Parkway  
Suite C  
Mount Laurel, NJ 08054  
Tel: 856-380-6828  
Fax: 856-439-0525

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

<http://www.napo.net/joinnapo/regular.html>

The nomination form can be found on page 13.  
Hurry! Nominations are due by January 20.

## Newsletter Information

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### Committee Chair & Layout

Janet Schiesl  
Janet@Basic  
Organization.com

### Editors

Amy Goldberg-Cutler  
therunaround@att.net

Cheryl Richardson  
cherylrichardson@cox.net

Alisa Levy  
Alisa@embraceyour  
space.net

Lauri Mennel  
[Lauri@BluebonnetPO.com](mailto:Lauri@BluebonnetPO.com)

Laura Caron  
LLCaron@verizon.net

### Advertising

Lauri Mennel  
[Lauri@BluebonnetPO.com](mailto:Lauri@BluebonnetPO.com)

## Newsletter Topic Schedule

Sept	Client Assessments
Oct	Technology for You and Your Client
Nov	Donation and Disposal
Dec	Coaching
Jan	Financial Organizing
Feb	Great Products
Mar	Special Interests
Apr	Home Staging
May	Organizing Generations
Jun	Growing Your Business

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# Financial and Wealth Organization<sup>©</sup>



Laurie Burg Minerbi  
*Organizing Solutions, Inc.*  
[www.orgsolinc.com](http://www.orgsolinc.com)

## What are my investments worth?

Are they up or down? How much do I spend each month? How much is our vacation home costing us? Is my credit report OK? Am I paying the best price for insurance? What's the value of my art and jewelry and is it covered under my policy? How can I monitor the cost of my parents' care? What information do I need to complete my estate plan?

## We Organize Wealth and Personal Finance

Just as organizing clients want more control over their stuff and surroundings, our clients want more control over their money, wealth and financial lives. We do this by 1) providing the big picture, 2) doing day to day financial work, and 3) creating solutions that ultimately save clients money. We do not advise but work with our clients and their wealth professionals to facilitate the advising process.

## The Big Picture

We assemble wealth and estate planning materials. We track cash flow and investments using Quicken<sup>®</sup> or QuickBooks<sup>®</sup> and provide feedback on expenses and investments. We estimate cash needs and provide periodic "net worth snapshots" showing clients' investment, cash and debt positions. We track the operating

expenses of primary homes, vacation homes, and investment properties.

## Personal Service

We pay bills. We file and track medical claims and household employee pay and reporting. We set up and maintain home offices, digital and paper filing systems. We monitor client philanthropy year-round. We track insurance premiums, tuition, tax payments and other key financial events. We inventory homes, art, jewelry and antiques for insurance purposes. We help our clients assemble their annual tax packages and follow up with their accountants.

## Problem Solving and Providing Value

We save our clients money and time. We schedule and sometimes rebid insurance policies. We review and correct credit reports. We reduce junk mail and take steps to prevent identity theft. We monitor bank and credit card activity and help clients prevent fraud and overdrafts. We follow up with vendors and resolve disputes. We track reimbursable business and deductible expenses; we complete expense reports.

Now more than ever, the pace at which financial decisions must be made is overwhelming. We help our clients to feel in control of their finances, especially when they are busy or when a number of professional advisors are involved. By providing the big picture and taking care of the detail we provide value to our clients.

## Membership Directory

Detailed information about members can be found on our chapter website, [www.DCorganizers.org](http://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](http://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.

# Book Review

## *Does This Clutter Make My Butt Look Fat?*

by Peter Walsh



Reviewed by  
Melanie Patt-Corner  
Cabin John Organizing  
[Melanie@dorsetwest.com](mailto:Melanie@dorsetwest.com)

On November 18th the NAPO-WDC North book group met to discuss *Does this Clutter Make My Butt Look Fat?* by one of our favorite authors, Peter Walsh. We found it to be very similar to his first publication "Its All Too Much." Walsh spent a lot of time referring readers to his previous book and did not have a lot of new information to impart. However, we agreed that it held valuable information for someone reading this as their first book on organizing, especially if they were trying to lose weight.

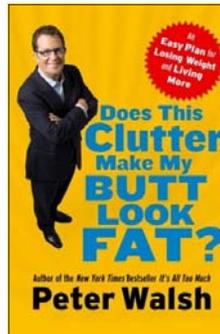
Other things about the book that we liked:

- Each chapter ended with a checklist of important points to remember
- Chapters 5 and 6 contained very specific and helpful instructions on organizing and how stocking a kitchen
- Walsh's right-on-the-mark emphasis on your relationship to your body and your clutter, and how they will be changed not by dieting or getting rid of stuff so much as by figuring out what you want out of life and then going after it

The television-watching-scale in chapter two caught our attention and ended up being the focal point of much of our discussion for the evening. Walsh claimed that teens in America spend close to 6 hours watching television, gaming, and going online. He said that the average younger child spends 4 hours in front of a screen daily, and the average adult spends 4.5 hours. His point was that people of all ages who sit in front of a screen that many hours a day have little time left-over to exercise, socialize, read a book, or have a life.

We also discussed the phenomena among our clients of over-shopping via the Internet and television shopping channels. A lot of our clients have no trouble avoiding the mall and yet still manage to fill up their homes with mail-order stuff that they not only don't need and don't want but haven't even taken out of the boxes. Again, less time spent on the computer and watching television could help with this. Walsh points out that it wouldn't hurt to get the TV away from the dinner table as well. People who are watching TV are not thinking about what they are eating, and are a lot more likely to overeat.

Perhaps Walsh's next book could be titled "Does this TV make my butt fat?" and not be too far off the mark.



(Continued from page 8)

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 Lauri Mennel, [Lauri@BluebonnetPO.com](mailto:Lauri@BluebonnetPO.com). 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.

### Board Meetings

The next board meeting is scheduled immediately preceding the January 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 Michelle Bogert one week prior to the meeting.

NAPO-WDC is looking to grow our Corporate Partner (CP) program. We need your help! The Corporate Partner committee is in need of volunteers to assist with our recruitment efforts and serve our current CPs. Do you want to help shape the future of NAPO-WDC? Volunteer today! Contact NAPO-WDC Director of Corporate Partners, Kim Oser at [corppartners@dcorganizers.org](mailto:corppartners@dcorganizers.org) or 240-350-9091.

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

**Education**

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

1. Free admission to all monthly chapter education meetings.
2. Mentor program for new and aspiring organizers.
3. "Ask The Expert" program available to guests and members offering personal and professional support.
4. Enhanced membership identification for Golden Circle members and CPOs®.
5. 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.
3. Book club meetings held bi-monthly.
4. Media exposure through

*(Continued on page 11)*

# Golden Circle Report



Jessica Williams  
Clutter Doctor  
NAPO-WDC Golden  
Circle Liaison  
[clutterdr@earthlink.net](mailto:clutterdr@earthlink.net)

**Next Golden Circle  
Gathering**

The next Golden Circle gathering will take place at **4:00pm on Sunday, January 25, 2009** at Cheryl Larson's house in Maryland. More details about the event will be announced via email.

**Golden Circle Listserv**

If you are a part of the NAPO national chat, then you know that this membership benefit provides a wealth of information on a daily basis. But are you aware that there is also a Golden Circle Member listserv? This is another venue for more seasoned professional organizers from

around the country to network, ask each other for advice, get a referral for a vendor or product, or share knowledge on a variety of topics with other Golden Circle members. Find more information about this listserv at <http://lists.napo.net/listmanager/listinfo/golden-circle>

**Ask the Expert Table**

At the beginning of each chapter meeting, an "Ask the Expert" table is hosted by Golden Circle members. This gives new folks an opportunity to ask questions of more seasoned organizers and for GC members to give back to the organizing community.

Many thanks to Ellen Epstein and Amy Goldberg-Cutler for hosting our tables at the December meeting. Volunteers are still needed for upcoming dates. Please let Jessica know at which meeting you'd like to be the "expert!"

**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 600 members throughout the country and 43 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 [http://napo.net/members/gc/golden\\_circle\\_application.pdf](http://napo.net/members/gc/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.



# December 1 Chapter Meeting Review

Alisa Levy  
*Embrace Your Space*  
[www.embraceyourspace.net](http://www.embraceyourspace.net)

## Highlighted Chapter Announcements

- The Director of Communication and Technology, Theresa McDonald, is looking for volunteers for her committee. They will help her create a resource page on our website that will include recommended places to sell, donate, and recycle discarded items. If you are interested, please contact her at [techdirector@dcorganizers.org](mailto:techdirector@dcorganizers.org).
- It's time to start thinking about our next Board of Directors. Scott Roewer, CPO®, Past President, announced that the nomination process would begin soon. At the January meeting, there will be a Leadership Forum where members can learn about serving on the Board. Remember that you can nominate yourself or another member. Email [scott@solutionsbyscott.com](mailto:scott@solutionsbyscott.com) for further information. Elections will be held in February.
- We now have ten Corporate Partners. Kim Oser, CPO®, Director of Corporate Partners, introduced several new partners. If you are interesting in helping with Kim's committee, contact her at [corppartners@dcorganizers.org](mailto:corppartners@dcorganizers.org).
- Karen Swain, Director of Membership, introduced new member Tammy Laurent and two guests.
- Amy Goldberg-Cutler, Director of Marketing, spoke about our GO Month activity, an office makeover for Forty Plus. It will be held on January 31. Volunteer to join us at [marketing@dcorganizers.org](mailto:marketing@dcorganizers.org).
- Treasurer, Lauren Halagarda, told us that our fiscal year ended in September. Anyone interested in a year end statement can contact her at [treasurer@dcorganizers.org](mailto:treasurer@dcorganizers.org).
- Caitlin Shear, Director of Professional Development, introduced the film, My Mother's Garden. It is the story of Eugenia Lester whose hoarding disorder has overtaken her life. Following the film, Scott Roewer, CPO® led a discussion.

## Benefits *(Continued from page 10)*

- 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 website linked to the chapter website [www.dcorganizers.org](http://www.dcorganizers.org)
4. Leadership opportunities through committee positions, board leadership, project and event coordination.

# Website Report



Theresa McDonald  
*Precisely Right Organizing*  
 NAPO-WDC Director of Communication & Technology  
[www.preciselyrightorganizing.com](http://www.preciselyrightorganizing.com)

Month/Year	Unique Visitors	Number of Visits	Pages	Hits
November 2008	693	1,134 1.63 visits/visitor	3,821 3.36 pages/visit	35,931 31.68 hits/visit
November 2007	1118	1,559 1.39 visits/visitor	5,689 3.64 pages/visit	54,658 35.05 hits/visit

Fun Fact: There is a 27% decrease in the number of visits to the NAPO-WDC website compared to the same month last year.

## Information Line

202-362-NAPO (6276)  
[www.DCorganizers.org](http://www.DCorganizers.org)

## Become a Certified Professional Organizer® (CPO®)

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

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.



# Book Clubs

## Book Club North

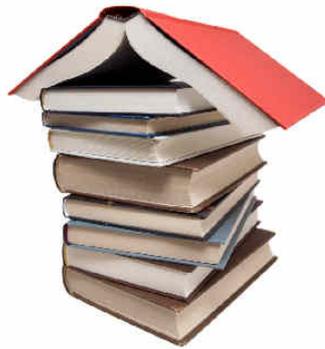
Coordinator: Lynn Meltzer  
*Clutter and Paperworks*

When: Tuesday, January 13, 7pm

Where: The Home of Lynn Meltzer  
Bethesda, MD

Book: *Organizers Choice!*

Report on a book of your choice. Read a book that interests you, then come to the meeting and share your thoughts.



We want to know what you learned and what made your book special?

We hope this will be an opportunity to learn from each other.

## Book Club South

Coordinator: Judy Parkins  
*Gently Organized*

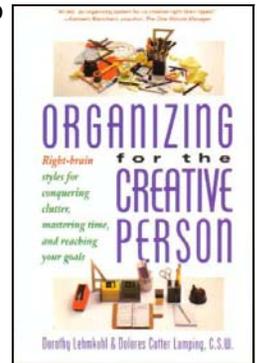
When: Wednesday, February 18, 7pm

Where: Gently Organized Office  
Alexandria, VA

Book: *Organizing for the Creative Person*

by Dorothy Lehmkuhl and Dolores Cotter Lamping

The right-brain way to conquering clutter, mastering time, and reaching one's goals. A book that shows creative people how to arrange their desks, their time, and their lives in a style consistent with their unique way of perceiving the world.



The NAPO-WDC Book Clubs meet every month and choose their own books. Take part in this great opportunity to get to know other members and to share your knowledge.

All chapter members are welcome to attend. Please check the chapter newsletter calendar (on pages 4 and 5) for future dates for both the North and South Book Club. RSVP to Lynn Meltzer at [arnielynn@verizon.net](mailto:arnielynn@verizon.net) or 301-530-3551 for directions to the Book Club North meetings. RSVP to Judy Parkins at [judy@gentlyorganized.com](mailto:judy@gentlyorganized.com) or 703-548-1000 for directions to the Book Club South meetings.

# Advertising for Organizer Assistants



Janet Schiesl  
*Basic Organization*  
[www.BasicOrganization.com](http://www.BasicOrganization.com)

Chapter members interested in assisting other organizers have the opportunity to advertise in the monthly Constant Contact. These emails come out seven days before each chapter meeting.

The listing will have your name, business name, phone number, email address, and photo. You are able to

purchase space on the list twice a year for \$75.00, September through January or February through June. Since Constant Contacts are not sent on a regular basis in the summer, we will not offer this in July and August.

You can now purchase space on the list. But don't delay. The deadline for advertising for the second half of the chapter year is January 19.

If interested, contact Janet Schiesl at [Janet@BasicOrganization.com](mailto:Janet@BasicOrganization.com) for questions or instructions on payment.

# NAPO-WDC Board of Directors Nomination Form

**Nominations are due by January 20, 2009**

Member Name: \_\_\_\_\_

Member's Business Name \_\_\_\_\_

Number of Years in Business: \_\_\_\_\_

Date Joined NAPO: \_\_\_\_\_

Date Joined NAPO-WDC Metro Chapter: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website/blog: \_\_\_\_\_

Please consider this nomination to appear on the ballot for the NAPO-WDC Board of Directors. I am interested in running for the following position (please check):

Executive Board

- President
- Vice President
- Secretary
- Treasurer

Director Positions

- Director of Programs and Professional Development
- Director of Communication and Technology
- Director of Membership
- Director of Marketing
- Director of Corporate Partners

**To nominate yourself, or someone else, please complete this form and deliver it to Scott Roewer, Nominations Chair via email to [Scott@solutionsbyscott.com](mailto:Scott@solutionsbyscott.com) or via USPS to 1112 M ST NW #203 Washington, DC 20005. Must be emailed or post marked by January 20, 2009**

Please include a brief statement of why you would like to serve on the Board of Directors.

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\* Offer only valid for provisional and active NAPO members and cannot be redeemed by non-member contractors or clients. Offer not valid on sale merchandise.



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**Rockville** 1601 Rockville Pike (at Congressional Plaza) (301) 770-4800  
**Arlington** 2800 Clarendon Blvd. The Market Common, Clarendon (703) 469-1560  
**Washington, D.C.** Wisconsin Ave. & River Rd. (202) 478-4000

[containerstore.com](http://containerstore.com) 1-800-733-3532



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### Organizing Classes for New Organizers



How to Start An  
 Organizing Business  
 and  
 Organizing Techniques &  
 Working with Clients

Classes in Clarksburg MD on Nov 15 & Jan 17  
 Cheryl Larson (301) 916-9022

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**Norman Zalfa**  
**Organize Your Estate, Inc.**  
 Tel: (703) 522-5813 Fax: (703) 522-1713  
 E-mail: [oye@comcast.net](mailto:oye@comcast.net)

## Learn How To Organize Like A Pro!

Class will be held in Arlington, VA on **FEB 11 2008**

For more information, please contact **Karen Swain** at (703) 534-5450  
[karen@myspacematters.com](mailto:karen@myspacematters.com)

# THE "GO-TO" WEBSITE FOR GETTING ORGANIZED.

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