



Capital News & Views

The Green Movement

Next Chapter Meeting - February 2, 2009

Greening your business isn't just about doing something that's good for the environment, it's about sustaining your financial future. The green industry is expanding daily, with increasing numbers of products, services, and resources that are changing or replacing many of our common practices to make us more efficient, more profitable, less wasteful, and living healthier at home and at work. Adrienne Spahr, owner and CEO of Green Living Consulting, a DC-based company that helps businesses and households adopt eco-practices, will present on: 1) The growing Green Movement and why you should be a part of it; 2) the Green Spectrum and how to

determine where your company falls compared to where you want to be; 3) What to consider in incorporating green products or services; and 4) How marketing your green services can boost your business. For more information on Green Living Consulting, visit <http://www.greenlivingconsulting.com>

Ask the Expert Focus Group

Come early (6:15 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.

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February 2 Chapter Meeting Location

Location

Hyatt Regency Bethesda
7400 Wisconsin Avenue
1 Bethesda Metro Center
Bethesda, MD 20814
(301) 657-1234

Bethesda.hyatt.com

Parking is \$7.00 at the hotel or by the hour in several nearby public garages (75 cents per hour for the first 3 hours). Quarters are required.

Agenda

6:30 - 7:00 pm Registration, Networking and "Ask the Expert" Focus Group

7:00 - 9:00 pm Business Meeting and Program

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

Professional attire please.

This Issue

Great Products

**NAPO-WDC 2008-2009
Board of Directors**

President

Michelle Bogert
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Vice President

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Corporate Partners

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240-350-9091

Membership

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Karen@mymatters.com
703-534-5450

Programs and Professional
Development

Vacant

Past President

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

GO Month® 2009

Get involved with the Washington DC Metro Chapter Project!

Sandee Merrigan and Amy Goldberg-Cutler have represented the National Association of Professional Organizers (NAPO) Washington DC Metro Chapter in the planning stages of our GO Month project. This year our focus is on 40Plus, located at 1718 P Street, NW, Washington D.C. 40Plus is dedicated to helping professionals find meaningful work or make career transitions.

This makeover project has been designated as a *pro bono* Get Organized (GO) Month project for a deserving local non-profit serving the public's interest. Sandee and Amy gave suggestions and ideas, including storage solutions and paint colors. Amy suggested that 40Plus put a list

of needed items on their web site as a "40Plus Wish List" to get some of it donated. Now is the time to get involved!

Find a day that you can volunteer to help this wonderful charity and you'll get to know your fellow organizers/volunteers and help the community at the same time.

To volunteer or if you have any questions, contact Amy Goldberg-Cutler at therunaround@att.net.

40Plus/ NAPO-WDC Office Makeover Schedule

Sunday, January 25. A small group at 40Plus and NAPO-WDC members will clean, clear walls, and pile furniture in center of rooms.

Thursday, January 29. NAPO-WDC members will assist in placement of furniture, installation of shelving, and reorganization of space.

Saturday January 31. GO Month Makeover Open House at 40Plus, which will be open to the public. A 40Plus table and a NAPO-WDC table will be in the hallway to greet newcomers and answer questions about the makeover project and GO



Help the chapter to have a successful GO Month project. Make these "before" pictures a thing of the past.

GO Month Reaches Out to NAMI-MC

Alisa Levy
Embrace Your Space
www.embraceyourspace.net

For two days in January, I volunteered at NAMI-MC, the National Alliance on Mental Illness – Montgomery County. NAMI provides support and resources for the mentally ill and their families. For this GO Month project, I worked with their Thrift Shop Manager. First, we reviewed the 2009 sale schedule and then their after-holiday transition plans. While the staff worked on taking down the Christmas tree, we cleaned out and organized the Thrift Shop manager's office.

Next, we moved into their large and quite full stockroom. We made a small dent in what needs to be done – cleaning out,

sorting, and organizing the loads of donations that they receive. I plan to continue with this project throughout the year. If anyone is interested in helping, please contact me at alisa@embraceyourspace.net.

NAMI educate members about recent improvements in medication, treatment, housing, and rehabilitation through monthly educational meetings, a monthly newsletter and a resource library. In addition, they educate the general public about mental illness and try to eliminate the stigma it can carry. NAMI also advocates for non-discriminatory Local, State and Federal policies. To learn more about NAMI-MC, please go to their website at www.namimc.org.

Quantum Leap at NAPO-WDC

Janet Schiesl
Basic Organization
www.basicOrganization.com

As our own personal GO Month project, Terri Fischer and I taught a time management class at the Katherine Hanley Family Shelter in Fairfax, Virginia on January 6, 2009. The class was part of the Quantum Leap Program sponsored by NAPO. The objective of the program is to teach time, paper and money management skills to individuals in disadvantaged circumstances who are striving to make a positive transition in their lives.

Quantum Leap was created by a group of Golden Circle members at the 2000 NAPO Conference. Since its beginnings, professional organizers have trained thousands of students through a variety of community agencies. NAPO and its corporate partners provide Quantum Leap trainers with materials and outlines for the

individual classes.

If you are interested in learning more about NAPO's Quantum Leap Program go to [Quantum Leap](#) in the Organizing Professional section of the NAPO web site.



Janet Schiesl and Terri Fischer teaching a time management class.

NAPO-WDC 2008-2009 Committee Chairs

Golden Circle

Jessica Williams
clutterdr@earthlink.net
703-497-7939

Newsletter

Janet Schiesl
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571-265-1303

Nominating

Scott Roewer, CPO®
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Mid-Atlantic Regional Conference

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Yahoo Group

Kim Oser, CPO®
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240-350-9091

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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Nominees for Chapter Board of Directors

Nominee for President



Judy Parkins

After years of organizing for friends, family and co-workers, I established *Gently Organized* in 2003. An organizer at heart, I receive great satisfaction

teaching others the joy in being organized. In 2007, I was certified in the "Eyes of a Stranger" method of conducting comprehensive client needs assessments by Kathy Waddill of The Untangled Web. *Gently Organized* employs three part-time staff, an office assistant and two organizers.

As a volunteer, I served on the Education Committee where I led a curriculum development committee for a Safety Course,

PO-402. From November, 2006 to May, 2008, I served as the Communications and Technology Director for the D.C. Chapter of NAPO, and in 2008 I helped to organize Book Club South.

I received my undergraduate degree from Antioch College in Yellow Springs, Ohio and a Master of Science degree from the University of Massachusetts Amherst. I've worked with the same employer in the non-profit sector for 27 years starting at the local level in Des Moines, IA and moving to D.C. in 1991 as Regional Director. I now serve as the Assistant Director with five regional directors and 270 field staff across the country. My husband Tom and I have 4 children and 4 delightful grandsons. We enjoy spending time with our family and friends and working in our garden.

Nominee for Vice President



Lauren Halagarda

I have served on the NAPO-WDC Board in the capacity of Treasurer over the past year and have enjoyed both the challenges and opportunities I was given in this role. This year I am actively seeking reelection

to the Board but as your Vice President. As a member of NAPO-WDC since January 2008, I have also had an opportunity to get to know and work with many chapter members.

I have a background in Project Management in Health Care and Information Services and was a professional in those industries for over 11 years. As my experience grew, I began to realize that I had a knack for organizing, enjoyed creating a vision for others and helping them achieve their organizing & productivity goals. I had also learned so much about organizing and the process. So, in February 2004, I became a member of the National Association of Professional Organizers (NAPO) and established my organizing business,

The Organization Connection, in Jacksonville, NC. I was named NAPO Website Committee Chairperson in October 2005 and continue to serve in that position today. I am also proud to say that I have earned the designation of Clear & Simple Certified and I am a Certified Professional Organizer®.

In my experience, I have learned that management of the human side of a project is a significant, and challenging, skill required of a leader. I have enjoyed focusing my efforts on creating a cohesive team where individuals can utilize their strengths to maximize project outcomes. I have found such activities to be the most rewarding aspects of project management. I look forward to developing our chapter further, enhancing member benefits and the experience of both our new and veteran members.

I am excited by the prospect of filling the role of Vice President for NAPO-WDC. I feel that the combination of my experiences strongly qualify me to provide the insight necessary to meet the needs of our chapter and I would like to ask for your vote.

Nominee for Secretary



Sandra Merrigan

My name is Sandra Merrigan, of *Organizing Chaos LLC*. I have served on the Board for one year as Secretary and have enjoyed my relationship with the Board

and with the Chapter members. I like both the roles of working collaboratively with the group and working individually on an assignment. I am a global thinker so I like to think about where the Chapter should

be moving to benefit the membership and the process it will take to get there. I like working on ideas that are innovative that sends me in a new direction and stretches my thinking. I feel comfortable in front of a group and feel I can communicate the needs of the Chapter with confidence. My vision for the Chapter is to provide the direction in a time of great change and stress in the economy and to support our Chapter members in their profession.

I wish to remain in my position as Secretary to the Board of Directors and ask for your vote.

Nominee for Treasurer



Susan Unger

In 2004, after reading an article in the *Washingtonian* magazine about professional organizing and NAPO-WDC, I felt that I had finally found my calling in life. I attended my first chapter meeting in January 2005 and

immediately became a member. After subcontracting for several companies I started my own firm, *ClutterSOS LLC*.

I have a BSBA, with a concentration in marketing from Indiana University of Pennsylvania. While attending school I served as Treasurer for my sorority, Sigma Kappa. My professional career started out with the Cafritz Company in DC in the commercial leasing department. I then moved on to a sales and branch management position with Contemporaries, Inc. /Adia Personnel (Adecco). My

next position was part-time with a market research firm after becoming a mother. During that time, I also volunteered in many different capacities at my daughter's school including serving on the Green Hedges School Board as Secretary for four years.

During my four years as a member of NAPO-WDC, I chaired the Marketplace for the 2006 Annual Seminar, co-chaired the Marketplace for the 2007 Annual Seminar and was awarded "Volunteer of the Year" in 2007. Currently, I am the Mentor Program Coordinator and you may often find me working the sign-in desk at the monthly NAPO-WDC meetings.

I am also an active member and Chronic Disorganization Specialist with NSGCD.

During my four years with NAPO-WDC I have been very involved and now feel that I can best serve the chapter as Treasurer. I am fully conversant with Quickbooks having used it for two businesses for more than six years. I am also a numbers and detail oriented person. Please vote for me.

Nominee for Communications and Technology Director



Nealey Levi

Originally from Texas, I graduated from American University in Washington, DC, with a B.A. in Graphic Design. Prior to entering the professional orga-

nizing industry, I worked for a small but busy sign company in northern Virginia as a sales representative.

My passion for organization runs deep and wanting to do it full-time, I transformed my inherent talent into a profes-

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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

Congratulations to our newest Certified Professional Organizer®, C. Lee Cawley, *Simplify You, Inc!*

Terri Fischer, *Consider It Done*, presented to two artist groups on "Organizing Your Studio Space," one in October, and the other in December. She also gave a three-hour workshop to the Potomac Craftsmen, a regional Fiber Artists Group.

Cheryl Larson, *Cheryl's Organizing Concepts*, gave a presentation on home organizing for the Montgomery County Stroke Associations Upper County Chapter Support Group on January 14.

Susan Kousek, *Balanced Spaces*®, spoke at the Great Falls Newcomers' luncheon on February 13 about her favorite organizing habits for paper, email, space and time.

Kim Oser CPO®, *Put It Away!* was quoted in the January 2009 issue of Spirit – the in-flight magazine of Southwest Airlines. The article featured College Hunks Hauling Junk.

Kim Oser CPO®, *Put It Away!* was featured on Oh My Goff, the blog of CBS WUSA9's On Air AM Traffic Reporter, Angie Goff on December 31, 2008.

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professional service hoping to help more people stay on track. I have clients of all ages in the DC metro area and have been quoted in The Washington Post Express and Metro DC Home Improvement magazine

Nominee for Marketing Director



Deb Lee

Hello, I'm Deb Lee, a Certified Professional Organizer® and owner of *D. Allison Lee LLC*, a company that provides organizational services to both residential and business clients. I started

my company in February 2006 after 12+ years in the field of education. I hold a Bachelor's Degree in Psychology and a Master's Degree in Special Education, both from New York University. I now use my teaching skills and background in Psychology to help others create more order in their homes and offices.

My life before becoming an organizer was filled with the sounds of children, my very first clients. After several years as a teacher in New York, I became the director of a corporate child care center that provided backup child care services to Fortune 500 companies. Ultimately, I moved to the DC area and held the position of Mid-Atlantic Regional Director. In my role as a regional director, I was responsible for recruiting, facilitating training sessions for senior managers and educational staff, ensuring safe learning environments, and setting up new centers in the DC and Virginia.

Since joining NAPO-WDC in September 2006, I volunteered as the Public Rela-

tions Chair for the *2007 Annual Seminar* (now known as MARCPO). As the PR Chair, I promoted and publicized the seminar by writing press releases and publishing them via the Internet. I worked closely with the Marketing Director to promote the chapter and all the positive things happening within it. During that time, I used the technical and editing skills I picked up along the way to assist with the design and development of the seminar brochure, and edited many articles for *Capital News & Views*.

Most recently, I served as the Vice President for our chapter during the 2007-2008 membership year. In this capacity, I worked alongside my fellow board members to ensure a smooth running chapter that met the needs of the members. I felt compelled then, as I do now, to make the NAPO-WDC chapter the best it can be.

My ability to work well with others as well as my previous volunteer work on the board has prepared me to once again serve the chapter and propel it forward. I am very excited to be running for the position of Marketing Director. I'm sure that my past experiences, along with a large dose of enthusiasm and a positive attitude, will allow me to successfully contribute to the chapter's growth and success. Thank you for considering me for this position, and the opportunity to continue to positively impact the NAPO-WDC chapter.

Prior to founding *Profound Impact*, I worked for a medical communications company, planning high-level meetings throughout the country. In this capacity I was able to hone my project management and customer service skills working with high-profile public figures and media personalities.

Nominees for Corporate Partner Director



Julie Gray

I am Julie Gray, Owner of *Profound Impact* and have been organizing professionally since 2007. I specialize in working with time-crunched executives and small business

owners who wish to maximize their energy and productivity.

I graduated from St. Bonaventure Univer-

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sity in Olean, NY, with a bachelor of business administration degree and a minor in psychology. I have completed multiple training sessions through the Julie

Morgenstern Organizing Institute, NAPO, and the NSGCD and am currently working to become a Certified Professional Organizer®.



Kim Oser

I found *Put It Away!* Professional Organizing & Personal Assistant Services in June 2004. *Put It Away!* is a full time, full service organizing consulting busi-

ness. I designed *Put It Away!* as an outlet for my enthusiasm, skill and creative energy. Prior to *Put It Away!* I worked as a pharmaceutical sales representative for the drug manufacturer Pfizer where I was responsible for marketing life-changing medications for 10 years. I was recognized for my talent by many awards and mentoring numerous representatives. The company impressed by my organizational skill had me conduct workshops for other representatives and managers on how to become and stay organized.

I am an entrepreneur at heart. After 10 years promoting pharmaceuticals, I felt I deserved a career change. My leadership roles were recognized in both my career in pharmaceuticals and in college as colony and chapter president of my sorority. This fall marks my sixth year as a member of the NAPO-WDC Metro Chapter. During my first year I quickly volunteered and led recruitment for the 2005 Spring Seminar Vendor Marketplace. I developed relationships and received commitments from 20 organizing related companies to participate in some manner for the seminar and created a press release to gain community attention for the event, our chapter and the field of professional organizing.

In the 2005-2006 administration, I held the position of Director of Marketing and PR which gave me the opportunity to promote the chapter and its members through the media, internet, local advertising and the Yellow Book. The following term, I served as the chapter Vice President. As Vice President, I contributed to the chapter's tremendous membership growth, assisted in the development of the new chapter lending library, planning of the annual seminar, the development of the Corporate Partner membership program, among other tasks. I have volunteered to assist NAPO-WDC with additional projects, i.e., GO Month and sharing ideas with board members to find ways to continue to improve the chapter as the industry and membership grow. Currently, I am volunteering as the chapter's Director of Corporate Partners. This term, the chapter's Corporate Partner membership has increased from six members to twelve. We exceeded the chapter's goals while introducing new companies and passive income opportunities to chapter members.

I have accepted the nomination to serve another term as the chapter's Director of Corporate Partners. I believe my experience as a NAPO-WDC board member will be helpful to the new administration. My experience, talent, and leadership will contribute to the continued success of NAPO-WDC. As a business owner who benefits from social media and networking, I continue to have fresh ideas and enthusiasm and I am a true team player. I will work with the new board to ensure that the chapter continues to evolve, succeed and run smoothly.

Nominee for Director of Membership



Jackie Kelley

I am honored to be nominated (by Judy Parkins) to run for the NAPO-WDC Board of Directors' position of Membership Director. I accept this nomination

and look forward to the opportunity to offer my service to the NAPO-WDC chapter. I began my Professional Organizing business, *Clearing House LLC*, in 2004 and have been an active member of NAPO and NAPO-WDC since 2005. Active membership in NAPO has afforded me opportunities to: expand my knowledge in the

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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 or contact the Membership Director, Karen Swain 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:

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>

Newsletter Information

Published monthly (September through June) by the Washington DC Chapter of NAPO, PO Box 7301, Arlington, VA 22207-0301, 202-362-6276. The contents are copyrighted, with all rights reserved.

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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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business of organizing, develop relationships in the profession and the community that have helped me grow as an entrepreneur, and learn from other professionals about the importance of being a resource to others.

I admire the volunteers who have given their time during my years in NAPO and hope that my professional skills may be an asset to the incoming Board. In addition to my five years experience as a Professional Organizer, I have actively engaged in continued learning opportunities within the profession that I believe will be helpful in my role as Membership Director. These include: the completion of NSGCD Certificate of Study programs; NSGCD

training as a Level II CD Specialist; NAPO Quantum Leap trained provider; NAPO in the Schools trained provider, participation in past chapter GO Month volunteer efforts, and active membership in the NAPO-WDC Book Club. I have also attended both NAPO and NAPO-WDC conferences to supplement my professional training.

I envision my role as Membership Director as twofold: 1) to serve the procedural needs of the chapter membership, and 2) to engage the membership in ways that communicate the importance of continued learning, skill-building, and resource sharing among (all) chapter members as well as through the populations we serve.

Nominee for Programs and Professional Development Director



Janet Schiesl

I began *Basic Organization* in 2005, at the same time I joined NAPO and the local Washington DC chapter. I work with busy families, people with disorganized home offices, downsizing seniors, and the

chronically disorganized to help them gain the skills to get organized and live a more simplified life.

I have lived in Northern Virginia most of my life and received a Bachelor of Fine Arts from James Madison University. After school, I worked in the graphic arts field as a layout artist for presentation material. I then changed careers and became a space planner for an interior design firm, where I was a Computer Aided Design (CAD) operator for many years. Both ca-

reers have allowed me to manage a staff, tight deadlines and large projects. My choices have allowed me to live happily in Centreville, Virginia with my husband as we raise our two sons.

I have been the NAPO-WDC newsletter committee chair since 2006, and I have gotten to know many members of the chapter. I also participate in both the North and South Book Clubs and volunteer at chapter meetings as a visitor and new member host. I was honored as Volunteer of the Year by the chapter in 2008. I am also a CD Specialist with the National Study Group on Chronic Disorganization (NSGCD) and an affiliate member of the Interior Design Society (IDS), where I sit on their local board of directors.

At this time, I would like to focus my efforts as a NAPO-WDC Director of Programs and Professional Development, and I ask for your vote.

Elections are held via electronic ballot, which will go out after the February Chapter meeting. If a member wants a paper ballot they should contact Scott Roewer directly at Scott@solutionsbyscott.com.

A Great Product



Jane A. Campbell, CPO®
Back In Sorts Organizing Systems
janecampcpo@comcast.net

I became familiar with a great software product in 2008. Because I don't want

my great enthusiasm to come off as a sales pitch, I'm going to describe what the product does, and I'm going to attempt not to give away its name.

(I don't want a sales pitch because people run away from sales pitches. And it would be ironic if it were my very enthusiasm that drove people away from this product.)

The product does very many of the things PO's like you and I do. It's a way of listing the things a person might have by creating a catalog and an index. It has a specific place for labels for each thing, labels being something PO's love to attach to things. But PO's also like to put things in categories, and this product has a specific way of accommodating categories.

Since we like to think of different ways to associate things with each other, the product has plenty of room for entering whatever words suggest themselves as associates of the things one might list.

And this product was expressly *designed* to assist with a process that we PO's pride ourselves on. I learned about this process when I studied perceptual psychology at the graduate level. It's a process that the human brain—the most powerful computer known to mortals—is actually *less* brilliant at than the average inorganic computer. (And the human brain is *more* brilliant than inorganic computers at most skills.)

But it turns out that the human brain is singularly bad at associating things with places. Our brains have separate "what"

and "where" systems, and they often fail to interact smoothly. And like the PO who prides him- or herself on finding logical, memorable places for things, this product owes its career to people's need to know *where* a specific "what" is.

Like a PO, this product is pretty much a thinking machine. It is the perfect place to safeguard one's notes as one works one's way through large collections of pretty much anything. Before I had ever heard of it, this product was being designed to grapple with what I call "Jane's Three Questions of Stuff."

Question 1 is: Where should I put this thing away?

Question 2 is: Where is that thing I need?

Question 3 is: What IS all this STUFF?

For Question 1, the product has a built-in function for transferring things from location to location.

For Question 2, the product is searchable 70 ways to Sunday, allowing the user to be reminded where anything they have entered lives, no matter how many things they have entered.

For Question 3, the product allows the user to print out any kind of list imaginable—by category, by label, by location, you name it.

I hereby nominate this product for a "most underrated organizing product of all time" award. When you discover which product I am talking about, I hope you will spread the word.

Ok, it's Paper Tiger software.



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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. 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 any time.

Board Meetings

The next board meeting is scheduled immediately preceding the February 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 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)

The Intelliscanner



Jessica Williams
Clutter Doctor
NAPO-WDC Golden
Circle Liaison
clutterdr@earthlink.net

Intelliscanner Media is a terrific tool to help you and your clients with media inventory tasks. This small, wireless, easy-to-use handheld device uses barcode scanner technology to catalog collections such as books, DVDs, CDs and games. An internet-enabled database allows you to organize, search, track and share your collection online. Book or DVD titles, au-

thors, cover photos and other details are automatically entered into your database. You



can also enter your own notes or details such as purchase date. If the item you wish to catalog does not have a barcode already on it, you can add your own personalized barcode sticker to absolutely anything. Other Intelliscanner programs are available for wine or comic collectors and small business owners.

www.intelliscanner.com

My Favorite Paper Organizing Products



Lauren Halagarda
The Organization
Connection
NAPO-WDC Treasurer
www.2OrganizeU.com

Year after year, Getting Organized continues to make the top 10 list of New Year's Resolutions and hands down, the most frequent challenge of those who desire to become more organized is the desire to conquer their piles of paper. As organizers, we know that there is a process to follow and habit changes involved (implementing the good and eliminating the bad) but there are some great tools on the market to help clients corral their paper and make it more fun.

The **FreedomFiler™ Home Filing Kit's** claim to fame is that it's the only self-purging filing system available today. Now, I know you may be skeptical of this claim at first- I know I was. After using it with clients for almost 3 years and implementing it in my home though, I am a believer!

When you purchase a FreedomFiler

Home Filing Kit, you receive "Quick Start" labels; 200+ additional pre-printed labels; 400+ blank color-coded labels for handwriting or printing; 5 full-color Indexed "How To" cards; and a Setup Guide, Label Index, and Q&A Booklet. You will need 25-75 hanging file folders, 1-2 file drawers or crates and a couple of 3/4" binder clips...or you have the option of purchasing a ready-made system. I also recommend a desktop hanging file box for active paper.



The system is much more about the process than it is about the labels. The FreedomFiler supports the movement or flow of paper not only into the files (which is a major bottleneck for

many) but also out to the shredder. It eliminates the need to create a new set of files every year as well as the annual (at least) file purge session. You can quickly

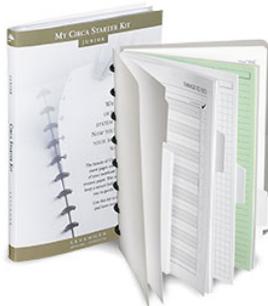
(Continued on page 11)

(Continued from page 10)

and easily retrieve paper placed into your FreedomFiler. And my favorite, family members who can read can find what they need without much assistance. Whenever my hubby is looking for a file, I ask him to first look in the FreedomFiler and I will help him if he cannot find it- I haven't had to yet! You can find out more on the FreedomFiler website at <http://www.FreedomFiler.com>

Next on my list, is the **Circa Notebook System from Levenger®** which is not your average notebook. They come in four basic sizes: PDA (3 ¼W x 5 ½H); Compact (4 ½W x 7 ½H); Junior (6 ½W x 8 ¾H); and Letter (9 ¼W x 11 ½H) and a variety of colors and covers. The best thing about the Circa system is its flexibility- you can move pages within a notebook or between notebooks and you can add accessories or even print your own pages (i.e. calendar from Outlook) and punch it yourself.

I love this especially for clients because it eliminates multiple legal pads and little pieces of paper as they can write everything in one notebook. For example, project specific meeting notes can be written in their main notebook and transferred to a project notebook later on. If they



would like to print a document for reference, they can simply print & punch, then add to their notebook of choice. Additionally, Levenger offers a wide variety of planner styles including: fitness, grocery, recipe, address book, agendas, etc. Check out the entire system and all of its accessories at: <http://www.levenger.com>

Finally, for corralling paper on the go, I recommend **Micro Mesh Pouches from The Container Store®**. The Large Micro Mesh pouches are great for grouping paper for meetings. I also recommend it to



clients for their 'On the go' reading. They can carry it with them to appointments, etc. and make productive use of their wait time. I have found that the mesh and the zipper are

very sturdy and the material allows you to quickly see what's contained. I recommend the gusseted pouch in white for transporting liquids for airport travel and the small pouches are great for pens & pencils, make-up items and other small items in a briefcase or purse. Visit <http://www.containerstore.com> and search for 'micro mesh' to find these great tools for paper on the go.

These are just some of my fun favorite tools that clients love, too!

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 web site www.dcorganizers.org
4. Leadership opportunities through committee positions, board leadership, project and event coordination.

Membership Directory

Detailed information about members can be found on our chapter website, 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.

Information Line

202-362-NAPO (6276)
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.



Welcome New Member!

Janice Rasmussen
703-218-1568
jrrasmussen@yahoo.com

Cris Wheekleton
Organizing Maniacs
703-969-8407
cris@organizingmaniacs.com

There are currently 119 members and 10 Corporate Partners in NAPO-WDC. 34 members attended the January meeting and the chapter hosted four guests.

Storage Solutions

Children's Toys, Books, and Clothing



Alison Allen
Independent Contractor
Alison4299@yahoo.com

"My child has so many toys and books! How can I keep them all organized?"

Many of us have clients with children who come to us for a solution for this common challenge. They may have already tried to fit their child's toys into an organizing system without success feeling frustrated and overwhelmed by trying to contain an ever-increasing amount of stuff.

My favorite storage solution for children's toys and books is the [Trofast system from Ikea](#). It is a flexible with several different frame designs that can be combined into many configurations. The frame designs include a horizontal "bench", vertical storage, a clever "staircase" design, and even a changing table. The natural and white finish options are great for boys and girls of any age. Within each frame, you can customize your storage solution with different sized bins (with optional lids), shelves, and drawers. Each option is available in a variety of colors, and all are compatible with any of the Trofast frames.



For each of my two boys' rooms, I put two of the "staircase" frames side-by-side, and selected a variety of bins and shelves to store hundreds of toys and books for less than \$250. This system is visually attractive, cheerful, stands up to daily use, and easily accommodates everything from stuffed animals to thousands of Legos. I particularly like the small bins, which chil-

dren can slide out and carry to another room themselves.

Since young children spend a lot of time sitting on the floor to look at books and play with toys, it's helpful to keep minimal furniture in their rooms. One way to do this is to put a small dresser in the child's closet, such as Ikea's inexpensive [Kullen dresser](#). Since children's clothing is fairly small well into elementary school, a lot can fit into the drawers. I keep my boys'



socks, underwear, pajamas, and pants in their dressers. Since the furniture is small, even my two-year-old can access his own clothes.

Shirts can be hung on a rod (quicker than folding), such as The Container Store's [adjustable closet rod](#). Children can easily slide a shirt off the hanger, and the adjustable rod allows for clothing size changes.



Whenever you are creating organizing solutions for children's items, consider four key areas: flexibility, visual appeal, durability, and accessibility for children of different ages. This will ensure that your solution will serve your client's immediate needs as well as throughout their child's growing years.

Book Clubs

Book Club North

Coordinator: Lynn Meltzer
Clutter and Paperworks

When: Tuesday, March 24, 7pm

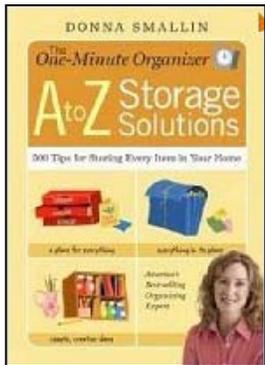
Where: The Home of Lynn Meltzer
Bethesda, MD

Book: *The One-Minute Organizer*
A-Z Storage Solutions

by Donna Smallin

Got a minute?

That's all it takes to conquer clutter! Donna Smallin offers hundreds of quick tips for storing all your household items. Presented alphabetically for easy reference and browsing, the book is practical and fun.



Book Club South

Coordinator: Judy Parkins
Gently Organized

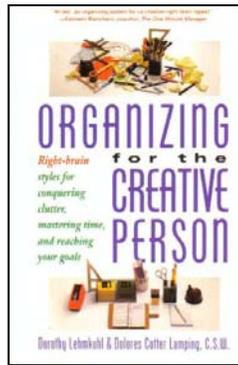
When: Wednesday, February 18, 7pm

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 or 301-530-3551 for directions to the Book Club North meetings. RSVP to Judy Parkins at judy@gentlyorganized.com or 703-548-1000 for directions to the Book Club South meetings.

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 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.

Website Report



Theresa McDonald
Precisely Right Organizing
NAPO-WDC Director of Communication & Technology
www.preciselyrightorganizing.com

Month/Year	Unique Visitors	Number of Visits	Pages	Hits
December 2008	631	1,009 1.59 visits/visitor	3,162 3.13 pages/visit	27,656 27.4 hits/visit
December 2007	1118	1,559 1.39 visits/visitor	5,689 3.64 pages/visit	54,658 35.05 hits/visit

Fun Fact: 40% of visitors to the NAPO-WDC website added us to their favorites.



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

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



Book Review

Getting Things Done by David Allen

Reviewed by
Valerie Quinn
Valerie.quinn@verizon.net

In December, Book Club South met to discuss David Allen's *Getting Things Done*. A management consultant and executive coach, the author has studied personal productivity for more than 20 years. According to Allen, managing our productivity is more important than ever. In just the last half of the 20th century, work has gone from assembly-line-work to "knowledge-work." He adds that it used to be clear when work was finished, but now work no longer has clear boundaries. Furthermore, jobs keep changing, so it's not possible to spend many years developing peak productivity in a particular position.

As a result of these changes, traditional approaches to time management don't work anymore. What's missing is "a coherent set of behaviors and tools that function effectively at the level at which work really happens." This system must be able to handle the big picture as well as the smallest details. In addition, this system "must save a lot more time and effort than are needed to maintain it. It must make it easier to get things done." Allen's book describes the system he has developed to do just these things.

The Getting Things Done (GTD) system starts with the premise that "if it's on your mind, your mind isn't clear." Only when your mind is clear, can you reach the "mind like water" state and be truly effective. This state is "a condition of working, doing, and being in which the mind is clear and constructive things are happening." This term is used in karate and means a "position of perfect readiness."

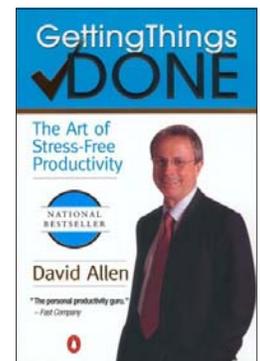
The first step is to collect all your "stuff" (which can include physical items, commitments, ideas, or projects) and move it *out* of your mind *into* trusted systems or "collection buckets". For items

that are not "actionable", these buckets might be the trash, a someday/maybe folder, or reference files. Next, for each "actionable" item, you must identify the very next action you must take to move this item along towards completion. For example, if the task is to buy new tires, the action would be to call several tire stores to ask about their prices. Finally, you need to keep your reminders to perform these actions in a system. For example, you might use a calendar or a tickler file that you regularly review.

This book is divided into three parts. Part 1 provides an overview of the system and describes the methodologies; Part 2 covers the implementation phase; and part 3 describes the benefits of using this system. Part 1, although it contains useful and sometimes interesting information, is a bit of a chore to read. Fortunately, the pace picks up quite a bit by Part 2, which contains an abundance of organizing information. Part 3 is short and describes the benefits of the system as well as a brief summary of how to get started.

Book club members expressed a variety of opinions about this book. Some thought it was boring and that the system is too high-maintenance. Others really liked the workflow process, while others felt there were holes in the system.

I think it's worth taking a look at this book if only because it is well known in the corporate world and elsewhere. Try skimming over Part 1, enjoy Part 2, and skim over Part 3. And take a look at the "Work Diagram—Organizing." It distills the entire process into a single picture. It's great for hanging on the wall.



January 5 Chapter Meeting Review

Sandra Merrigan-Harrison
Organizing Chaos
NAPO-WDC Secretary
Organizingchaos@erols.com

Our chapter meeting was held on January 5, 2009 at the Westin Hotel, Tyson's Corner, VA. Nominating Committee Chair Scott Roewer facilitated a Chapter Leadership Forum to kick off our annual elections. This started with a "Get to know the Board" activity. Next, each board member gave a detailed description of their job, role, and responsibilities. For additional information and an application form, see our January 2009 newsletter. Voting for the Board of Directors begins February 2, 2009 and will be done through a Constant Contact Survey. All candidates will have the opportunity to speak to members during the February meeting. Now is the time to share your talents and take part in the development of our chapter. Contact Scott at scott@solutionsbyscott.com if

you have any questions or are interested in serving.

Susan Kousek, Balanced Spaces, LLC, (skousek@balancedspaces.com) provided the chapter with a detailed presentation entitled "Am I Making A Living At This?" She gave information of great value to the new as well as the seasoned organizer.

The extensive agenda included:

- Non-billable hours
- Expenses to anticipate
- Tracking income and expenses
- Filing and paying taxes

The presentation included a worksheet for calculating your hourly rate according to your projected income and expenses. Susan's extensive knowledge and experience is a great resource to our chapter. In addition, she will be giving this presentation in April 2009 at the NAPO National Conference in Orlando.

THE "GO-TO" WEBSITE FOR GETTING ORGANIZED.

Where you go for ideas that make work easier. How you feel about yourself and your work is directly related to how organized you are. But there is no "right" way to get organized. That's why we've developed Smead Organonomics, a set of tools you can use to determine what will work best for you. Visit us at Smead.com/MyOrganonomics

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Ideas that make work easier

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How to Start An Organizing Business
and
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Classes in Clarksburg MD on March 21 & May 16
Cheryl Larson (301) 916-9022

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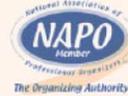
Class will be held in Arlington, VA on

FEB 11 2008

For more information, please contact

Karen Swain at (703) 534-5450

karen@myspacematters.com



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