



# Capital News & Views

Volume 16, Issue 3

[www.DCorganizers.org](http://www.DCorganizers.org)

March 2009

## Create Your Action Plan for Success

### Next Chapter Meeting - March 2, 2009

According to Jonathan Swift, "Vision is the art of seeing the invisible." Successful businesses (and lives) take strategy and long-term focus. Business Coach Margarita Rozenfeld will help you create your big picture vision along with a five-year action plan for success. Through a series of visioning and planning exercises, you'll reconnect with your passions, clarify your priorities and values, visualize your legacy and develop a strategy to help you arrive at where you want to be.

Margarita Rozenfeld is the CEO of Incite International, an award-winning firm specializing in executive coaching, training and facilitation services. Corporate, non-profit and government

clients include NASA, the Foreign Service Institute, Oracle, Wells Fargo, and TeraTech Inc. Margarita is also the Founder of YES!Circle, a leading networking, advisory and educational organization for visionaries in the D.C. region. For more information about Margarita's work, visit [www.inciteinternational.com](http://www.inciteinternational.com) and [www.yescircle.org](http://www.yescircle.org).

#### 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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## March 2 Chapter Meeting Location

#### 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 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.*

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

#### This Issue

### Special Interests

**NAPO-WDC 2008-2009  
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# Get Organized Month 2009

## A Huge Success!



Deborah Lee, CPO®  
D. Allison Lee LLC  
[www.dallisonlee.com](http://www.dallisonlee.com)

This year's Go Month project was co-chaired by Amy Goldberg-Cutler and Sandee Merrigan. During the week of January 25, they, along with 12 NAPO-WDC volunteers organized the offices of 40Plus of Washington, D.C. As some of you may know, 40Plus provides assistance and services that help members find employment. What a great way to start off the new year by helping an organization that helps others get back on their feet!

Our NAPO-WDC "power team" removed clutter and organized the entire 40Plus work space, including the main room, kitchen, training, library, storage, IT/finance, and membership rooms. In doing so, there were several benefits. Amy noted, "The rewards from this project were huge. 40Plus had no idea where their supplies and resources were or how to achieve their specific needs. Our contribution was not only visual, but has created a more efficient work environment for both the staff and membership."

At the end of the project, the rooms were neat, more professional looking, and seemed bigger. Our volunteers accomplished many goals, including setting up a new area for interviews, consolidating supplies and rearranging the library. They even found equipment that 40Plus didn't

know they had! In addition, both Amy and Sandee assisted with redesigning the office layout. All this activity culminated in a celebratory open house where members were welcomed to the "new" office.



After

"NAPO helped us at 40Plus far more than they know. We had a long-standing clutter problem - we did not even know exactly what office supplies and equipment we had on hand. When NAPO organized our inventory we found that we had plenty of stock to run a much more efficient office, and our disagreements and confusions were cleared up as our offices were cleaned up. Thanks to NAPO, 40Plus has newly organized offices and a more exciting outlook, just in time, because with the downturn in the economy, our mission to help professionals with career transition is more important than ever. NAPO helped us immediately and NAPO helped us in the long-term, and we are most grateful."

David Powell  
40Plus of Greater Washington  
[www.40Plus-dc.org](http://www.40Plus-dc.org)



Before

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(Continued from page 2)



NAPO-WDC Volunteers on January 31st (left to right, starting with bottom row):

Heather Coccozza, Victoria Robinson, Amy Goldberg-Cutler, Theresa McDonald, Sandee Merrigan, Alisa Levy, Terri Fischer, Wendy Glover, and Xan Koneff

THANK YOU to all NAPO-WDC members who participated in GO Month 2009!

- Alison Allen
- Theresa McDonald
- Heather Coccozza
- Sandra Merrigan
- Terri Fischer
- Jill Peterson
- Wendy Glover
- Janice Rasmussen
- Amy Goldberg-Cutler
- Sally Reinholdt
- Xan Koneff
- Victoria Robinson
- Alisa Levy
- Rosie Stadnicki

## NAPO-WDC 2008-2009 Committee Chairs

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## Sharing the Experience

### GO Month 2009 - A Personal Reflection



Amy Goldberg-Cutler  
*The Runaround*  
NAPO-WDC Director  
of Marketing  
[www.runaround.com](http://www.runaround.com)

For me satisfaction comes in two forms, personal and professional. In the past several months I have rarely achieved either one completely. Of course I have continued to work diligently for my clients but during difficult economic times, I find myself among the millions who are feeling insecure about my value not only as an organizer but as a person. Would I be able to keep my business which has become so much of my identity over the past twelve years? Do my efforts matter anymore? So with the desire to serve our chapter and the need to re-ignite that passion for our industry that had been overshadowed recently, I jumped with both feet into our chapter's GO Month activity.

The 40Plus office makeover presented several unique challenges. In addition to the actual organizing, I had never worked with more than one colleague on a project. Now, I wondered, would individuals

come together and reach consensus on how to achieve our mutual goal? Would we be able to accomplish everything we wanted to accomplish by our deadline? My fears quickly disappeared, when I was asked the first question by my fellow volunteers, "What do you need me to do?" At that moment we became NAPO-WDC, not individual organizers.

The satisfaction that I felt over the next seven days was complete, both personally and professionally. I remembered why I had become an organizer in the first place - to improve people's lives and in so doing my own. Did we do everything we wanted to do? Probably not. Would we have liked to have had another day, more financial resources, and more materials? Absolutely. But more importantly when I asked myself if 40Plus was better today that it was before, I knew that it was. I was part of an effort that was rewarding in a different way than any other project I had done in the past. I truly felt as though I positively affected the lives of both the volunteers of 40Plus and the membership they served, and achieved that elusive feeling of complete satisfaction.

## Kosher Kitchens

### September

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



Ellen Epstein  
Concierge America, Inc.  
[www.ConciergeAmerica.com](http://www.ConciergeAmerica.com)

Organizing the kitchen for a family who keeps kosher presents a great many challenges. This is a highly specialized kitchen which can not simply be unpacked in what might make the most sense to you. The Jewish dietary laws are very complicated. Meat products and dairy products may not ever be cooked in the same pots and pans or eaten on the same dishes. Nor would the dishes ever be put in the same cabinet together. Some families may even have two dishwashers or two ovens which will affect which cabinet they decide to use for their "meat" or "dairy" dishes.

At the very minimum, the observant Jewish family will have two sets of everything—pots, pans, baking dishes, utensils, and china. They may even have four sets of dishes if they have everyday "meat" and "milk" dishes and then special occasion "meat" and "dairy" dishes. Additionally, some families even maintain a few items (not usually entire place settings) for foods that are neither meat nor dairy such as fruits and vegetables which have a different classification altogether known as

"pareve" or "neutral". Obviously, this is a bigger allocation of space challenge than an ordinary kitchen.

The Passover holiday presents yet another organizing challenge with its own set of special dishes and pots and pans that are only used for that 8 day holiday. This again could involve as many as four sets of dishes although some families will use only paper disposables so that they do not have so many sets of dishes. Many families store their Passover dishes out of the kitchen in the basement, garage, or attic so that is another challenge for the organizer.

You should be attuned to the fact that families who observe these traditions can simply not "get rid of some of their dishes". You will need to have a heightened awareness of these specialized needs. If you are helping to pack or unpack the dishes when the family moves, you must keep everything separate at all times. Be careful not to unpack dishes and start putting them away without consulting the client. You can advise the family with the decision making of what goes where and which placement makes sense, but you should not do this without closely working with the client.

### 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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## Resources Web Page Delivered



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

Next time you need to find a place to donate or dispose of an item, check [www.dcorganizers.org](http://www.dcorganizers.org). The NAPO-WDC website will soon launch a resources page for both professional organizers and the public. The new page features resources in a format designed for your convenience and ease of use. The page also highlights the location, phone

number, and website address of many of the services. The new resources page is far from complete. Chapter members and the public are encouraged to contribute more places and services to the list. If you have additions or changes to this list, please contact the Director of Communication & Technology. Send an email to [techdirector@dcorganizers.org](mailto:techdirector@dcorganizers.org) with the name, phone number, location, resource type and website address of the new resource you would like to add. Thank you for your help in making this a beneficial list for professional organizers and the public!

# Working with Low Vision Clients

(Continued from page 4)

Lori Karaosmanoglu  
Search No More, LLC.  
[www.search-no-more.com](http://www.search-no-more.com)

As the general population ages, many people may experience a permanent decline in their vision, or low vision, which can't be corrected with surgery, glasses or in other ways. Low vision experts help people obtain assistive devices and develop strategies to function with the vision they have, but a professional organizer can be an asset as well. General organizing practices that we commonly encourage in all our clients can help a person with low vision maintain their independence and ability to function.

While a typical general needs assessment is appropriate for a person with low vision, special attention must be paid to the physical setting of a client's home: Can they walk around freely without clutter or unnecessary

furniture in the way? Are there any loose area rugs or other tripping hazards? Is there adequate lighting and are light switches

easily found and accessible in all rooms? When you combine the fact that many people who are experiencing low vision are often elderly and struggling with other health issues, good organizing practices can make a huge difference in their day to day safety and quality of life.

Once the physical space is set, then a thorough sort and purge of their belongings will help them manage and find things they need. Clothing items can illustrate the challenges a low vision person may face. As we all know, it is harder to find a certain item if you have to sort through clothes you never wear or don't fit you. Add a vision problem to this and you have the potential for much frustration where much time and effort is wasted trying to identify things you don't want at that moment, or possibly won't ever need.

**General organizing practices that we commonly encourage in all our clients can help a person with low vision maintain their independence and ability to function.**

After a purge, help designate a spot in each room for magnifiers and other essential assistive devices. There are many different "talking" products on the market like wristwatches and clocks, kitchen timers, and voice or sound activated lights. Helping clients establish a home for all these helpful items will ease their daily activities.

The color contrast between items and the places they are stored helps people with low vision in finding and replacing things. A black wallet or purse can be seen more easily on a light colored table or counter top. Place a contrasting colored cloth, cutting board or tray in designated areas to help with this if table or countertops are not suitable colors. Food containers that are hard to see (black mugs are not good for black coffee) should be removed to avoid frustration and accidents.

Other essentials like pill and toiletry containers can be marked with colored tape. Solid black lettering on pure white backgrounds is

often best but some people do better with bright yellow or other backgrounds. Labeling various items with bold paint, markers or puffy paint can also help.

Suggest they forgo storage in bottom drawers or cabinets if possible. The light is usually worse closer to the floor. Small bins or boxes in drawers help keep items separate from each other and easy to find. Larger, seasonal items may be appropriate for bottom drawer storage. If shoes of similar style and color can be easily confused, donate them or clip together with a clothes pin so they are always a matching pair.

These are just a few suggestions. As with all clients, helping establish a system that is logical to them and easy for them to maintain is key for success.

## 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

Scott Roewer, CPO®, Solutions by Scott was quoted in the March 2009 Consumer Reports, "Shop Smart" Magazine article "Neat & Cheap"

Heather Cocozza, Cocozza Organizing & Design, LLC, co-hosted an organizing event with Packtooz for Mothers of North Arlington (MONA) for GO Month. Heather also organized an Office Supply Swap for the BNI ART Chapter to support REUSE and the environment.

## Welcome New Member!

Catherine Njogu  
202-725-2705  
[cj.kara@hotmail.com](mailto:cj.kara@hotmail.com)

There are currently 121 members and 12 Corporate Partners in NAPO-WDC. 42 members attended the February meeting and the chapter hosted two guests.

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)

## MARKETPLACE TABLE

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

# Body Ergonomics

## Ten Tips for Organizers



Jill Lawrence, CPO-CD®  
Jill-of-all-Trades  
[jilltrades2@aol.com](mailto:jilltrades2@aol.com)

Face it. Our jobs can be strenuous. So, to help prevent injury, here is a list of my favorite Top Ten Tips to protect joints and muscles while working. The key areas covered here are necks, lower back, hips, shoulders, and wrists.

### Tip 1 – Take Aim

"Hips and Toes, Lips and Nose." If all these body part are aimed straight forward at the task (and your knees are not locked straight), you are likely to be working in a balanced manner.

1. **Take Aim**
2. **Use your Largest, Strongest Muscles**
3. **Use Both Hands – Not Just One**
4. **Lighten the Load or Get Help**
5. **Move Objects Out of Your Way**
6. **Speak Up**
7. **Avoid Repetitive Motions**
8. **Release Static Positions**
9. **Be Inventive**
10. **Listen to Your Body**

### Tip 2 – Use your Largest, Strongest Muscles

In general, the butt and thighs are stronger than knees. For the upper body, the abs and biceps are stronger than shoulders, wrists, and fingers. Think about how you usually move and then start to select stronger body parts to use for more strenuous activities.

### Tip 3 – Use Both Hands – Not Just One

Instead of reaching out sideways with a thumb and forefinger grip of only one hand, turn to face the object and bring the other hand in to support the lift.

### Tip 4 – Lighten the Load or Get Help

If a box is too heavy to move, get down on the floor (bring a gardening cushion for kneeling) and take half of the weight out and put it into a smaller box with lifting handles.

### Tip 5 – Move Objects Out of Your Way

When what you want to pick up is behind another object, move that barrier object first. The worst problems can occur if you slip one foot into the small bit of floor space and lean in to pick it up. Picture leaning all your weight on this one foot while twisting your upper body and arms around to the side! Yikes. Incorporating a twist into a lift is one recipe for multiple visits to the chiropractor or physical therapist.

### Tip 6 – Speak Up

If a client wants you to move a large piece of furniture, just say, "I'm sorry I can't help you lift that. I have weak knees, sore back, etc..." I'm insured for organizing, but not for heavy lifting. I hope you understand." Then you can refer them to someone else to lift the furniture – perhaps a handyman or movers or haulers that they need anyway for some other project.

### Tip 7 – Avoid Repetitive Motions

Working with clothing on a high rod – lifting out hangers, pushing clothes to make an opening, and then lifting to insert hangers – this is a series of repetitive motions that can be hard on shoulders or wrists.

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Do the arranging on a lower rod and then just move a few at a time up to the upper rod in the right order.

### Tip 8 – Release Static Positions

Keep moving. Relieve your muscles by changing tasks and positions – stand, sit, climb, crawl. Get up and stretch.

But, maybe you think, – “I’m okay, I just sort paper.” But even that can cause problems if you are stressing your joints in unnatural positions without moving. For example, standing while sorting paper with your neck drooped forward and down puts a lot of strain on the spine.

Now, many of us prefer to sit down and work on assembling file folders and labeling. How can this hurt? Answer: Static, tense positions. If you tend to place papers on your lap and cross one leg to provide a platform to balance the paper pile, both hip joints can get stiff and sore.

### Tip 9 – Be Inventive

If you are standing to sort, simply take two white cardboard boxes and set them upside down on a nearby table or desk. Take a flat white cardboard box lid and bridge the gap between the two boxes. Now you have a reading platform that is at the perfect height while standing.

For those who choose to sort in a seated position, find a flat pillow and a flat box lid and make a lap desk to work from. Now your hips and legs can relax with each foot flat on the floor.

### Tip 10 – Listen to Your Body

The whispering comes first. Pay attention. Check in with your body from time to time. Don’t wait until you get home and some muscle or joint is kicking up a ruckus.

If you are unsure about any tip in this article, bring it to your chiropractor or physical therapist for more advice specific to your anatomy and prior injuries. Wishing you safe and sound organizing!

## 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.

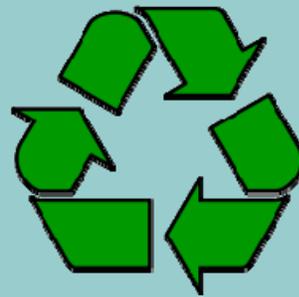
For NAPO-WDC Chapter membership information and application, visit [www.DCorganizers.org](http://www.DCorganizers.org) or contact the Membership Director, Karen Swain at [membership@dcorganizers.org](mailto:membership@dcorganizers.org). For Corporate Partner questions, contact Kim Oser at [CorpPartners@dcorganizers.org](mailto:CorpPartners@dcorganizers.org).

## REDUCE-REUSE-RECYCLE

### Electronics in Fairfax

Fairfax County residents can recycle televisions, computers and electronic peripherals at the [I-66 Transfer Station](#) from 10 a.m. - 3 p.m. at the upcoming Electric Sunday event March 8. The Transfer Station is located at 4618 West Ox Road in Fairfax. There is no cost to Fairfax County residents for this service. This event is sponsored in part by Covanta Fairfax, LLC.

This event is limited to the collection of televisions, computers and peripheral electronic devices - including keyboards, speakers, printers, external drives and other such materials. Residents should not bring small or large kitchen appliances, CDs, DVDs, video cassettes or stereo equipment to these events. Equipment brought to these events does not need to be in working order. For more information visit <http://www.fairfaxcounty.gov/dpwes/recycling/announce.htm>



### CFL light bulbs

Home Depot is accepting compact fluorescent light bulbs for recycling, free of charge. Take the unbroken, expired bulbs to the returns desk of any store. For more details about managing used bulbs, see our [compact fluorescent light bulb information page](#).

## 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

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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

*(Continued on page 9)*

# February 2 Chapter Meeting Review



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

Amy Goldberg-Cutler,  
Director of Marketing,  
reported on the suc-

cess of the GO Month activities at 40PLUS.

Theresa McDonald, Director of Communication, asked Chapter members to provide area resources that should be included in the Chapter website. She especially needs resources for Maryland.

Sandra Merrigan, Secretary, noted the need for two volunteers to assume responsibility for the Lending Library. Volunteers are needed to staff the table at each Chapter meeting. It is optimal to have two volunteers in the event one cannot attend the meeting. Chapter members interested in volunteering should contact Sandra.

Scott Roewer, Past President, reported on his trip to the LA Organizing Awards ceremony. He mentioned that Margarita Rosenfield has been invited to speak on "Envisioning the Future" at the March meeting. This "hands-on" workshop promises to be worthwhile.

Elections for the new Board of Directors opens online February 2, 2009. All chapter members are encouraged to participate in the voting. The new Board of Directors will be announced at the March 2, 2009 meeting.

Tonight's speaker is Adrienne Spahr, from

Green Living Consulting [www.greenlivingconsulting.com](http://www.greenlivingconsulting.com). Her topic is "The Growing Green Movement."

Adrienne spoke of the drivers of the green movement as climate change, pollution, energy dependence, technology, and consumer preference.

She described the meaning of being energy efficient and what it means to be "green." Water conservation, material reuse and recycling, rapidly renewing resources, water reduction, healthy living, air quality, fair labor practices, corporate social responsibility, and global warming migration are all concepts we can integrate into our lives and our companies.

She asks for each chapter member to think about what "green" means to them and introduce those beliefs into your business. She suggested that we integrate "green" products into our work, build a culture of "green" into our business and develop targeted strategies to reduce costs.

Adrienne suggested that we learn the basics of going "green" by learning the "green" terminology, knowing health risks, understanding green business products, how to avoid "green washing," and networking with other "green" businesses.

She recommended we add a statement about "going green" to each of our business websites. She mentioned the useful website at the US Green Building Council. Visit [www.usgbc.org](http://www.usgbc.org) for information on assessing green buildings.



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.

# Book Clubs

## Book Club North

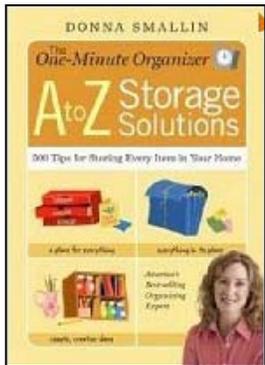
Coordinator: Lynn Meltzer  
*Clutter and Paperworks*

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

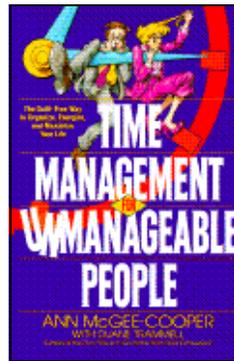
Coordinator: Judy Parkins  
*Gently Organized*

When: Wednesday, April 22, 7pm

Where: Gently Organized Office  
Alexandria, VA

Book: *Time Management for  
Unmanageable People*  
by Anne McGee-Cooper

If you have tried to follow other time management programs without success, this is the book for you. McGee-Cooper makes time management fun and flexible. It not only provides great tips, it contains valuable insights as to how different people view and use time.



(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:

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25% discount for members  
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All ads must be pre-paid.  
Rates subject to change at any time.

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.

## Website Report

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



### Board Meetings

The next board meeting is scheduled immediately preceding the March 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.

Month/Year	Unique Visitors	Number of Visits	Pages	Hits
January 2009	1,029	1,676 1.62 visits/visitor	5,374 3.2 pages/visit	51,917 30.97 hits/visit
January 2008	1,360	2,138 1.57 visits/visitor	8,099 3.78 pages/visit	79,695 37.27 hits/visit

Fun Fact: There were 34.8% more hits to the NAPO-WDC website in January 2008 compared to this January.

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- Authority to use the CPO® designation on letterhead, business cards and all marketing materials.



### 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

## Our Favorite Books—Book Club North

Reviewed by  
Valerie Quinn  
[Valerie.quinn@verizon.net](mailto:Valerie.quinn@verizon.net)

Book Club North met on Jan. 13, 2009 for our annual "Favorite Books" discussion. Once settled in our seats, we took turns presenting our "favorite" books. The term "favorite" is used loosely here. Some attendees presented books that they refer to often. Others talked about books that motivated them to start organizing professionally. A few discussed books that are especially helpful for clients to read. As you will see, a common theme running through many of the favorites was how different learning styles and personality types affect a person's ability to get organized.

Without further delay, here are the books:

### ***Conquering Chronic Disorganization***

by Judith Kolberg.  
(named by 3 attendees)

Kohlberg describes the visual, auditory, and kinesthetic learning styles and provides very creative organizing solutions and exercises that organizers can and do use with clients.

### ***Buried in Treasures***

by David F. Tolin, Randy O. Frost, and Gail Steketee  
(named by 2 attendees)

The book presents a program for dealing with compulsive hoarding, based on research sponsored by the NIH and conducted by the authors. It is directed at both hoarders and their families.

### ***Organizing from the Inside Out***

by Julie Morgenstern

Considered by many to be "the bible" of organizing books, this one is a must read.

### ***The Organized Student***

by Donna Goldberg

Goldberg, a former school librarian, helps parents identify strategies that work best for their children, based on their strengths and weaknesses. This book was brought

up several times in our discussion and appears to be a useful resource.

### ***Clutter's Last Stand***

by Don Aslett

Aslett takes a humorous, gentle approach to dealing with clutter. The book includes a clutter quiz and is a good choice for clients. In *Conquering Chronic Disorganization*, Judith Kolberg calls it "the most comprehensive book I have ever read on saving."

### ***The New Messies Manual***

by Sandra Felton

This accessible book contains, among other things, useful strategies for dealing with procrastination.

### ***Thinking Organized for Parents and Children***

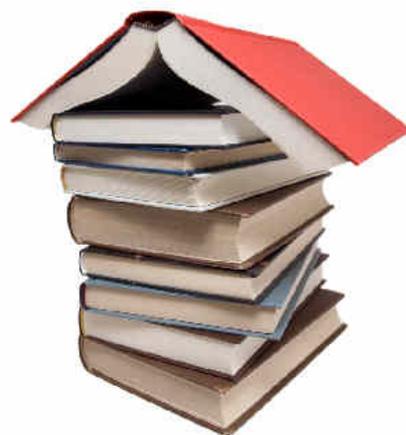
by Rhona M. Gordon.

Gordon, a speech and language pathologist and an organizational specialist, provides guidance and exercises based on the visual, auditory, and kinesthetic learning styles.

### ***Organizing for Your Brain Type***

by Lanna Nakone and Arlene Taylor

This book categorizes thinking styles as Maintaining, Harmonizing, Innovating, and Prioritizing and offers different organizing techniques for the different styles.



(Continued on page 11)

Also mentioned as favorites were:

***Making Peace with the Things in Your Life***

by Cindy Glovinsky

***Love It or Lose It***

by Barbara Hempill

Although not identified as a favorite, ***The E-Myth Revisited*** by Michael Gerber received a number of favorable comments.

One member gave mini-reviews of books she'd recently read:

***The Floor Is Not an Option***

by Sheila G. McCurdy

***The Family Manager Takes Charge***

by Kathy Peale

***Three Big Questions for the Frantic Family***

by Patrick Lencioni

Although not on the favorites list, they do deserve a mention.

So, start reading. There are a lot of good books out there.

**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.

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## Golden Circle Report



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

### Golden Circle Gatherings

Many thanks to Cheryl Larson who hosted nine Golden Circle members in her home on January 25. We enjoyed an interesting discussion on a variety of organizing and business management topics. Our next gathering will be in Maryland on either the third or fourth Sunday in April. More details about the event will be announced via email in the coming weeks, as well as in the April NAPO-WDC newsletter.

Golden Circle members who are attending NAPO's national conference in April will surely enjoy Thursday's members-only networking breakfast as well as the Q&A Session with Closing Keynote speaker Michael Port on Saturday.

### New Golden Circle Members

I hope you will join me in welcoming our area's newest Golden Circle members, Bonnie Riley of *Riley Creative* and C. Lee Cawley of *Simplify You*.

Congratulations, Bonnie and C. Lee!

### 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 and share knowledge about 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 affords GC members an opportunity to give back to the organizing community.

Many thanks to Amy Goldberg-Cutler and Jane Campbell who hosted the tables at the February meeting. Volunteers are still needed for upcoming dates. Please contact Jessica to indicate interest in participating, noting the meeting date at which you would like to be the "expert!"





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## Learn How To Organize Like A Pro!

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For more information, please contact

**Karen Swain at (703) 534-5450**

[karen@myspacematters.com](mailto:karen@myspacematters.com)



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