

January/February 2012

Volume 19, Issue 2

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Open
Treasurer

NAPO-LA Calendar

January:

23-Board Meeting, 2:45 PM
23-New Member Orientation, 3:30 PM
23-Chapter Meeting-Leadership Forum, 6:15 PM

February

4-POLA Workshop-Filing and Paperless Organization, 9:00 AM
27-Board Meeting, 2:45 PM
27-Chapter Meeting, 6:15 PM

NAPO-Los Angeles Chapter Meeting



PROVOCATIVE: NAPO-LA Leadership Forum is GAME CHANGING

Do you want or need to step up in your life? If you are a **newer organizer**, have you considered taking a leadership role with your friends, family, or career?

Have you ever considered that you can develop the effective characteristics that can make a great leader? Do you know what those characteristics are for yourself and how to develop them?

If you are a **veteran organizer**, would it be useful for you to identify and develop dormant or untapped leadership skills and perform with great certainty?

If you answered "Yes" to any of these questions, then discover how you can develop yourself to be a great leader in your own life with NAPO-LA's own dynamic presenter, "DorothyTheOrganizer"Breininger. *Make a decision, attend this Forum, come alive!*

Date: Monday, January 23, 2012

Time: 5:30 pm - 8:30 pm, program starts at 6 pm

Location: The Olympic Collection, 11301 Olympic Blvd, Los Angeles, CA 90064

Cost: Visitors \$29 pre-registered, \$39 at the door
Members free, but please register for numbers

[Visitor Registration](#)



Secretary
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Open
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Director of Membership
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805-300-2876



Director of Marketing
Robyn Reynolds
Organize2Harmonize
310-625-6522



Director of Associate Membership
Leslie Haber
An Organized Life
213-507-1389

Member Registration

DOROTHY BREININGER is one of America's Most Trusted Professional Organizers and is on a mission to create more space on the planet. Dorothy is past President of NAPO Los Angeles and served on the board of directors for NAPO (National Association of Professional Organizers), and is a member and lecturer for the ICD (Institute for Chronic Disorganization). Dorothy is one of A&E Television's expert organizers on the Emmy-nominated weekly TV series, "Hoarders." She also appears on the Today Show, the Dr. Phil Show, the VIEW, QVC and PBS in addition to being featured in the Wall Street Journal, Forbes and Oprah Magazines.

The Delphi Center for Organization has thousands of clients ranging from corporations, celebrities, individuals, small businesses, busy moms; and of course, operates a hoarding division at her Center to manage the exploding hoarding epidemic existing in Western Cultures. Dorothy works very closely with local, state and federal government agencies in terms of training and on-site hoarding remediation.

Dorothy has co-authored Time Efficiency Makeover (HCI), Cherished Memories - The Story of My Life, The Senior Organizer (HCI) and Chicken Soup for the Soul "Life Lessons for Busy Moms - 7 Essential Ingredients to Organize and Balance Your World" (HCI) with Jack Canfield and Mark Victor Hansen.

Dorothy produced and hosted a PBS television pledge special, and the award-winning documentary "Saving Our Parents," starring Ed Asner, Art Linkletter, and LAPD Chief William Bratton. Dorothy is a high-energy, sought-after national speaker who inspires her audiences to produce results and take immediate action.

Dorothy is the 2005 United States Small Business Association Award Winner and 3 time recipient of NAPO-LA's "Most Innovative Organizer Award."
www.centerfororganization.com.

Golden Circle



Packing with Kids

I hate packing. I am a Professional Organizer. I have a packing list. I get excited when The Container Store has their travel sale. I help clients pack. But I still hate packing. I am not sure how something that should take an hour or two stretches itself out and takes me an entire day to do. My husband packs in 7 minutes. Then I realized what it was. Kids.

Now I have to pack for 3 people at very different stages of life and it can be overwhelming. How many snacks would we go through if we got stranded on the runway for 4 hours again? Is that DVD player fully charged? Are the liquids and computer easy to pull from our carry-ons? How light can we travel to avoid paying baggage fees? Should we buy diapers and wipes on the other end to avoid packing them?

Here are 4 things that can be very helpful for packing with kids.

1. Ziploc Bags rule. Not just the quart size to put your carry-on liquids in, but all sizes. Anything that might leak or could break- stick it in a Ziploc. I even double Ziploc the baby bottles and sippy cups. Changing altitudes can leave you with leaking containers so wrap them in a paper towel to help even more. I carry a few extras at all times because they



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Burbank/Glendale/Pasadena: Cari Dawson
Hollywood: Beth Zeigler
South Bay: Roxanne Hoerning
Ventura: Kathryn Masci

Online Ambassador

New Member Orientation Chair and Assistant
Open

always come in handy.

2. Eagle Creek Pack-Its cubes are great to pack for several people in one bag. I know that all my clothes are in the black ones, the baby's are the flower ones, and the toddler has purple ones. That makes it easy to find each person's clothes at our destination without tearing apart the whole suitcase.

3. Label things with a Sharpie and blue painter's tape. When it is time to re-pack and return home, it is easy to match things back up. Any empty bags or bubble wrap would tell me what needed to go in them with easy to see blue tape. I didn't think it was necessary to label things until I left the night light plugged in at the hotel. Next trip, I labeled the bag "night light" and won't forget it again.

4. Let spouses and kids pack and then adjust. After my husband takes his 7 minutes to pack, I make some adjustments. There are 3 levels of luggage. First are the carry-on items that you need handy and will be under the seat. Then it is the electronics, baby Bjorn and back-up clothes and diapers that might be in the overhead bin. Last there are the clothes and items that can be checked- hopefully for free. Once you know what your spouse and kids want to bring, you can adjust them to be in the proper bags.

I do love to unpack though. I don't care how long the travel day has been. When I get home, I can unpack those suitcases, put them back in the garage and have laundry going in 10 minutes. Hopefully one day I will actually like packing, too- but I doubt it!

GOLDEN CIRCLE LISTSERV

Are you a member of the Golden Circle ListServ? Open only to Golden Circle members, this ListServ allows more seasoned professional organizers to network with each other. To get started, log into www.napo.net and go to the Golden Circle Page. In the second paragraph you will see a link for the Golden Circle ListServ. Clicking the link will allow you to go to the page to sign up for the ListServ. Once approved, you can post to the ListServ by sending an email message to golden-circle@lists.napo.net.

NOTE: Qualifications for Golden Circle membership include five years in business as a professional organizer and one year as a NAPO member. Quarterly meetings are held in the homes of Golden Circle members, where we network, share information, and get to know each other on a more personal level.

All eligible Golden Circle members are invited to join the Los Angeles Area Golden Circle. Chapter membership is not required; NAPO National membership is. More information is available on the NAPO National website or by contacting Mishele Vieira at goldencircle@napola.org.

NAPO-LA Professional Organizers Learning Academy

The Professional Organizers Learning Academy
presents
TWO GREAT WORKSHOPS ...
ONE EXTRAORDINARY DAY!

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Sara Getzkin

Assistant Photographer
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Katherine Macey

SESSION ONE: FILING MADE EASY WHEN YOU KNOW HOW

Instructor: Dolores Kaytes of Highly-Organized

A good filing system is the backbone of all offices. Corporate offices, home offices, even manager moms need to deal with lots of documents and records. In this popular workshop, you will learn the myriad components used in creating filing systems. Supplies will be provided for hands-on exercises where you will create both a business office system and a home filing system. Bring your laptop to practice creating file folder labels in Word using Avery templates.

SESSION TWO: TAKE THE PAPERLESS PLUNGE

Instructor: Lelah Baker-Rabe, Paperless Organization Expert

Paperless organizing is one of the fastest growing segments of the organizing industry. This workshop will explain step-by-step how to take the paperless plunge in your own life and teach you how to guide your clients as they take the plunge themselves. We'll move beyond the basics into the nitty gritty, hands-on tools you will use when working with your clients. This workshop is for residential and business organizers who want to make more money by offering clients expertise in digital organizing.

We'll cover:

- *What paperless really means
- *How to go paperless, how to stay paperless
- *Everything you always wanted to know about scanning
- *The truth about backing up data and how to protect yourself from data loss
- *Save time and money with mobile apps and software
- *Much, much more!

Plus: Q&A, live demos and exciting giveaways, including a Fujitsu ScanSnap!

MEETING INFORMATION

Attendance

November 2012

35 member

2 visitors

Chapter Membership: 129

Board Meeting Mini-Minutes

November

- Motion passed: NAPO-LA Chapter members retired from their businesses can renew membership at a discounted rate of \$40.00/year, effective 2012 Membership cycle.
- Motion passed: Chapter member employees are eligible to renew membership at discounted rate.

WHEN: Saturday, February 4, 2012

SESSION ONE: 9 AM to NOON

SESSION TWO: 1 PM to 4 PM

WHERE: Leeza's Place, 5000 Van Nuys Blvd., Suite #110, Sherman Oaks, CA 91403

PARKING: Parking is free. Garage entrance is on Addison St.

LUNCH: On your own

COST: Early Bird Fee: \$79 (per session) for NAPO-LA Members

\$99 (per session) Non-NAPO-LA Members

- OR - SPECIAL RATE OF \$150 FOR BOTH

Note: Add \$15 to any registration after January 25, 2012

REGISTER: www.napola.org

Upon completion of your registration, you will receive a receipt. No refunds for POLA classes. If you are unable to attend this class, the fee will be applied toward another POLA class within one year's time.

INSTRUCTORS



SESSION ONE: Dolores Kaytes, President of Highly Organized for the past 14 years, is an educator, a professional speaker, an entrepreneur. Custom filing systems and QuickBooks training are her specialties. A Past President of NAPO-LA, Dolores was the recipient of the prestigious NAPO-LA Leading Edge Award in 2006. Dolores is a filing guru.

Associate Members



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Advertising

Promote Yourself or Your Product: Advertise!

By Kenya Erving
Erving Consulting Group

Don't miss out on the opportunity to advertise your business in *The Los Angeles Organizer*. Let everyone know about the products and services you offer by running an ad in our award-winning newsletter. Space is available for members, non-members and associate members.

To purchase an ad, go onto the NAPO-LA website at www.napola.org and click Advertising. Size



SESSION TWO: Lelah Baker-Rabe is a professional organizer and member of NAPO-LA who has helped dozens of home office and small business clients reduce the amount of paper in their lives and become more comfortable with technology. Lelah has written numerous articles, blogged, and been interviewed about going paperless.

For more information: contact pola@napola.org
For details about NAPO-LA Education Committee classes, visit napola.org, click on Education tab

Institute for Challenging Disorganization



ICD 2012 1st Quarter Teleclasses

Below is the upcoming teleclass schedule for January - March 2012. To view the descriptions or register, please visit www.challengingdisorganization.org.

Teleclasses:

Date: Monday, January 9, 2012
Time: 8:00PM (EST)
Teleclass: Every Child Has a Thinking Style (STU-235)
Presenter: Lanna Cairns

Date: Monday, January 23, 2012
Time: 8:00PM (EST)
Teleclass: Hoarding Task Forces (ADM-400)
Presenter: Diane Quintana, CPO-CD®

Date: Monday, January 30, 2012

options and prices are available online.
Advertising space starts as low as \$25.
Hurry, act now! Space is limited!

For more information, contact Kenya Erving
at (323) 253-3426 or send her an email at
newsletteradvertising@napola.org. If you know
of any businesses that offer great products
and/or services for Organizers,
please forward their information to Kenya to
contact regarding ad space.

Membership

NAPO National Membership

Annual Dues:

\$230 - Active Member*
\$150 - Associate-Branch
\$250 - Associate-Local
\$300 - Associate-Corporate
\$20 - Processing Fee

*Provisional member dues are \$200 plus a
one-time \$20 processing fee. You are an active
member* if you have completed your provisional
membership year, or are a new NAPO member
with more than one year of professional
organizing experience.

NAPO National dues can be paid online. Proof of
paid dues is required at time of joining NAPO-LA.
NAPO National submits its renewal notices
directly to members on their anniversary dates.
NAPO-LA annual membership dues are renewed
each September. You can also join NAPO-LA
online.

NAPO-LA Chapter Membership

Regular Members:

Dues are prorated 25% quarterly.
Level 1 - \$125 (does not include \$15 meeting
fee)
Level 2 - \$195 (includes all meeting fees)
Yearly dues and Website Listing in the "Find an
Organizer" section of our website.
\$25 - One-Time Processing Fee
\$25 - Lapsed Member Processing Fee

Associate Members:

Dues are prorated 25% quarterly.
\$175 - Branch Associate Member
- Local branch or regional office of a Corporate
Associate Member
\$300 - Local Associate Member
- Locally-based, self-operating retailer, supplier,
designer, or independent sales representative
engaged primarily in the manufacture,
distribution, and/or sale of organizational
equipment, supplies, or organizing-industry
related services.

NOTE:

All members are required to sign a Code of Ethics
as part of their membership.

[For more information on becoming a NAPO-LA
member, click here](#)
[For the NAPO Code of Ethics, click here](#)

Newsletter

Time: 8:00PM (EST)
Teleclass: Assisting Clients Living with Traumatic Brain Injury
Challenges (PHY-250)
Presenter: Mary Anne Lessley

Date: Monday, February 6, 2012
Time: 8:00PM (EST)
Teleclass: The Three Top ADHD Medication Pitfalls & How to
Avoid Them (ADD-380)
Presenter: Laurie Dupar

Date: Monday, February 13, 2012
Time: 8:00PM (EST)
Teleclass: Organizing Your Communication (ADM-380)
Presenter: Charlotte Purvis

Date: Monday, February 20, 2012
Time: 8:00PM (EST)
Teleclass: Curious Accountability - Getting Your ADHD Clients
Excited About Failure (ADD-385)
Presenter: Cameron Gott

Date: Monday, February 27, 2012
Time: 8:00PM (EST)
Teleclass: Nuts & Bolts of Collaborative Partnerships
(ADM-405)
Presenter: Mindy Godding, CPO-CD®

Date: Monday, March 5, 2012
Time: 8:00PM (EST)
Teleclass: The Assumption of Order (ADM-410)
Presenter: Janice Russell, CPO-CD®

Date: Monday, March 12, 2012
Time: 8:00PM (EST)
Teleclass: Strategies for Overcoming ADHD Organizational
Challenges (ADD-390)
Presenter: Melissa Orlov

Date: Monday, March 19, 2012
Time: 8:00PM (EST)
Teleclass: Fidget to Focus for Chronically ADHD (ADD-233)
Presenter: Dr. Roland Rotz, Ph.D.

Date: Monday, March 26, 2012
Time: 8:00PM (EST)
Teleclass: Senior Security (ELD-240)
Presenter: Eileen Stevie, CPO-CD®

The Los Angeles Organizer



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The Los Angeles Organizer is published bimonthly (January, March, May, July, September and November). The newsletter is emailed to NAPO-LA members and associate members, NAPO national board members, and NAPO chapter presidents, and is available to the public on our website. All content is copyrighted. All rights reserved.

Submission Guidelines

Articles:

NAPO-LA members are encouraged to contribute to this newsletter. Articles are not to exceed 500 words in length. Submissions must be received by the Editor no later than the 20th of the month prior to the month of publication. You may send your article as a Microsoft Word document or directly in the body of an email. Photos should be .jpg, 72 dpi, sent with your article. All article topics and content must be approved by the Editor. Submit editorial to editor@napola.org

Advertising: Ads must be received by the 20th of the month prior to the month of publication. There are two types of ads available.

Website Link: This is a small ad containing a link to your website, located in the left side column of the newsletter. The ad can be your logo, a photo, or a short message.

Format: .jpg, 72 dpi, 125 pixels w x 100 h.

\$25 NAPO-LA Members
\$35 Non NAPO-LA Members

CD Clients - Support Group For L.A. Chapter Members



CD CLIENTS - SUPPORT GROUP FOR L.A. CHAPTER MEMBERS

Our next meeting will be Tuesday, March 13. Topic will be "Compassion Fatigue." Meeting time is from 6pm to 8:30pm. Time will also be spent sharing our individual issues. Limited to 12 attendees. A simple pot luck is planned.

To RSVP or for further information, email Jean Furuya at

Jean@TheOfficeJeanie.com or call (310) 316-1753.

If you are working consistently and on an ongoing basis (at least one year or more) with chronically disorganized clients, you are invited to participate in an informal support group.

Volunteer Opportunities in NAPO-LA

Below is a list of the open volunteer opportunities currently available with your NAPO Los Angeles Chapter. In most cases no experience is necessary and any training needed will be provided. The time commitment can vary depending on time of year (if it's closer to Awards season) but most require just a few hours each month. This is an excellent way to get more involved in your chapter and get to know other organizers outside of chapter meetings.

I will be sending this email to the yahoo group monthly, indicating which positions are currently open and which Board Position/Member oversees each. If you have questions, comments or would like to volunteer, you can contact me (Erin Haas) at volunteer@napola.org or you can contact the board member directly.

NAPO-LA Open Volunteer Opportunities:

Treasurer:

NAPO-LA seeks a new Treasurer to finish out the 2010-11 board term, taking over for the amazing Nicole Ballard. Full training provided but you must be familiar with Quick Books.

This is a great opportunity to fully take advantage of your membership in NAPO-LA. Not only will you be providing the chapter a great service, but you will get to meet and work directly with our current board members, have a voice in making decisions for the chapter, and set a wonderful example to the rest of our membership with your volunteerism.

Block Ad: This is a large block located at the end of the newsletter providing details about your company or service, along with a logo and/or photo. **Format:** Submit ad copy (100 words max) as a Word document and email with logo and photo as .jpg, 72 dpi.
\$35 NAPO-LA Members
\$45 Non NAPO-LA Members
Submit ads to editor@napola.org

Welcome!

New NAPO-LA Members

Janet Fishman
Janet Fishman, Professional Organizer
info@janetfishmanorganizer.com
www.janetfishmanorganizer.com

Jennifer Hsu
jennhsu704@gmail.com
<http://transformationsyoucansee.blogspot.com>

Christina Morris
Morris Organizing, LLC
christina@morrisorganizing.com
www.morrisorganizing.com

If you have any questions, want a complete detailed description of this position, or are ready to step up and volunteer, please email volunteer@napola.org.

Neighborhood Group Liaison (Orange County, Westsiders & Central San Fernando Valley areas)

Qualifications: Be an active member of NAPO-LA. Facilitate informal bi-monthly meetings by sending out an invitation to local NAPO-LA/NAPO National members. You will lead the group in discussions or topics. If you are interested, please contact Kathryn Masci at tobeorganized@earthlink.net for the detailed procedures. This position is very rewarding!

NAPO-LA Neighborhood Groups

Many of the Neighborhood Groups hold informal bimonthly meetings throughout the Los Angeles area. A benefit of chapter membership, these offshoots of NAPO-LA offer education, networking and support. Check below for the group nearest you and contact the Facilitator for information on the next meeting.

If you'd like to volunteer as a Facilitator for one of the open groups, please contact Committee Chair Kathryn Masci by email at neighborhoods@napola.org.

Burbank/Glendale/Pasadena: [Cari Dawson](#), Facilitator

Hollywood: [Beth Ziegler](#), Facilitator

South Bay: [Roxanne Hoerning](#), Facilitator

Ventura: [Kathryn Masci](#), Facilitator

NAPO Los Angeles

Mission Statement: NAPO-LA is the organizing industry leader committed to providing the public with resources; providing professional organizers with education and support; and providing related industry professionals with unique channels for their products and services.

NAPO-Los Angeles
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Los Angeles, CA 90064
Phone 213-486-4477

The National Association of Professional Organizers, Los Angeles Chapter (NAPO-LA) is a legal entity separate and distinct from NAPO, Inc. (the National Association of Professional Organizers) and is not entitled to act on behalf of or to bind NAPO, contractually or otherwise.

For questions on our disclosure policy, please contact our [Chapter President](#).