



# The LA Organizer

NAPO-LA's newsletter

Volume 9, Issue 10

September 2002

The President's Message

## SPECIAL MEMBERSHIP MEETING

Tanya Whitford, *Organizing Wonders*

Come one, come all to the Membership Meeting in September. Several other NAPO Chapters have a yearly Town Hall or Membership Meeting, and we decided to do it as well. The meeting is open to our members *only*, enabling us to have an open and honest discussion.

What will we talk about? That depends. What do *you* want to talk about? At the August meeting, members had an opportunity to write down exactly what they feel needs to be discussed. These suggestions will serve as the foundation for the first part of the September agenda. This will be an opportunity to voice your opinion, to discuss which NAPO-LA changes are working and which are not, and to share your vision for our organization in the future. What do you need from NAPO-LA? How are your needs being met? How are they not? Is there something you have been wanting to ask? Ask! Is there an idea you have wanted to share? Share!

The Board is busy compiling the results from the 2002 Membership Survey that was initiated in August.

These results will be shared at the meeting, and one lucky member who completed the survey will win free Basic Dues for the new year. Not bad for answering a few questions.

The second half of the meeting will be a Product Spotlight. A clipboard was passed around at the August meeting so that members could sign up for a chance to share their favorite products, services or companies with the group. There are a limited amount of slots for this section, so if you didn't already sign up, contact Justine Miceli at [JustineMiceli@napola.org](mailto:JustineMiceli@napola.org) before the 15th of September. We all get excited about a new product we found or a new use for something ordinary. Sometimes the person with whom we share that news just doesn't understand how it will change the world! Well, in this room we would love to see what you have: "Oohhs" and "aahhs" are guaranteed!

I hope to see you all at the Membership Meeting. It will be an exciting and wonderful evening shared by friends and colleagues.

### Regular Features

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## Agenda

Monday, September 23, 2002

### THIS MEETING IS FOR MEMBERS ONLY

- 5:50 Registration: Please wear badge
- 6:15 Meeting begins promptly
  - President's Remarks
  - Silent Auction
  - Member Spotlights
  - Announcements \*
- 7:00 Break
- 7:15 Membership Meeting
- 8:00 Product Spotlights
- 8:30 Silent Auction Results
- 8:35 Meeting adjourned

Fourth Monday except as announced  
Olympic Collection Conference Center  
11301 Olympic Blvd. at Sawtelle

Parking: \$5 Look for signs to meeting.  
Meeting: \$7 NAPO-LA members  
\$15 Visitors/prospective members  
(NO VISITORS OR PROSPECTIVE MEMBERS AT SEPTEMBER MEETING. THANK YOU.)

We welcome all Professional Organizers and those interested in entering the field (no clients please). Business attire is appreciated. Networking table is available to display brochures and flyers.

\* To make an announcement, please email [JustineMiceli@napola.org](mailto:JustineMiceli@napola.org) prior to the meeting or call her at (310) 576-6043.

# Who's Who in NAPO-LA

## 2002-2003 OFFICERS

President	Tanya Whitford
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VP Membership	Marilyn Crouch
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Communications Director	Kathleen Klein
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Past President	Dorothy Breininger
<i>DorothyBreininger@napola.org</i>	(818) 710-8923

## COORDINATORS & COMMITTEE CHAIRS

Associate Member Coordinator	Barb Schmit
Chapter Historian	Marci Alpert
Client Referrals Coordinator	Diane Ridley
Database/Yellow Pages	Shawna Smith
Ethics Committee	Sheila McCurdy
Golden Circle Advisor	Ann Gambrell
Greeting Coordinator	Toni Scharff
Meeting Assistant	Debra Frank
New Member Coordinator	Sherry Kelly
New Member Orientation	Jean Furuya Ann Gambrell
Prospective Member Coordinator	Robin Davi
Public Relations	Heather Thompson
Special Projects Coordinator	Jean Furuya
Webmaster	Chris Janetsky, Shawna Smith, Tanya Whitford
Website Coordinator	Toni Scharff
Web Sponsor Coordinator	Heather Thompson
Workshop Co-Chairs	Heather Thompson, Mishele Vieira

## LA ORGANIZER STAFF

Editor/Publisher	Lynne Gilberg
<i>LynneGilberg@napola.org</i>	(310) 839-9969
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Staff Writers	Talia Eisen, Jean Furuya, Glorya Schklair, Esther Simon, Tanya Whitford

## The LA Organizer

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**DEADLINE** The first of the month for any submission.

### ADVERTISEMENTS

Size	Members	Nonmembers
3-line classified	\$5.00	\$10.00
Business card size	\$10.00	\$20.00
Quarter page	\$25.00	\$50.00
Half page	\$35.00	\$70.00
Full page	\$50.00	\$100.00
Full page insert	\$85.00	\$150.00



*The mission of the National Association of Professional Organizers is to encourage the development of Professional Organizers, to promote recognition of and to advance the professional organizing industry.*

### NAPO Headquarters

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Norcross, GA 30092

Phone: (770) 325-3440

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Email: [hq@napo.net](mailto:hq@napo.net) or (Becca McFadden) [becca@napo.net](mailto:becca@napo.net)

### NATIONAL MEMBERSHIP ANNUAL DUES

Individual (renews on member's anniversary)	\$200
Associate-Corporate	\$550
Associate-Branch	\$150
Associate-Local	\$250
New Member (one-time processing fee)	\$20
National NAPO Name Badge	\$10

### MISSION STATEMENT—NAPO-LA

*NAPO-LA is an organization dedicated to bringing Southern California Area Organizers together through networking, education, professional growth, industry updates, support, and public awareness.*

### NAPO-Los Angeles

PMB 134, 10573 W. Pico Blvd.

Los Angeles, CA 90064

HOTLINE (213) 486-4477

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

### CHAPTER MEMBERSHIP

National Membership required

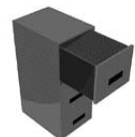
Includes electronic newsletter

### ANNUAL DUES

Basic Member (Oct. 1st–Sept. 30th)	\$75
Full Member (includes monthly meetings)	\$135
Out-of-State Individual (Oct. 1st–Sept. 30th)	\$50
Associate Member (Oct. 1st–Sept. 30th)	\$150
New/Lapsed Member Processing Fee	\$10
Meeting Fee	\$7

### NONMEMBERS

Newsletter Subscription (annual)	\$25
Meeting Visitor Fee	\$15



## THE BEAUTY OF ORGANIZING

Glorya Belgrade Schklair, *The Practical Organizer*

**Q:** How might we view the spiritual or abstract side of what we do and evaluate the impact that our work has on people's lives?

**A:** This is a fresh look at the work of professional organizers. I believe there is intrinsic beauty in what we accomplish for our clients. My inspiration is a critique I read that describes four levels of ability as revealed in various forms of beauty. My belief is that this model will work for us, too.

The first level of ability is **Capable**. At this level, the practitioner has the skill to seek and obtain the same results over and over in the same way, without adding creativity. The results are successful, albeit repetitious.

The second level is **Competent**. This level goes beyond ordinary capabil-

ity. Competence conveys the employment of bold strengths while utilizing simple, innovative creativity.

The third level of ability is **Outstanding**. When an organizer's work is outstanding, the recipient, or client, senses the inspired creativity. He or she can perceive the skill of the organizer but cannot describe the joy of what is transpiring.

The fourth level is **Effortless**. The effort that produced what has been accomplished appears to be, in retrospect, so simple that a sense of acceptance takes over, communicating peace from what was once chaos.

Please e-mail any comments about this month's question to me at [glorya@schklair.com](mailto:glorya@schklair.com). I will include them in next month's column.

### CLICK HERE

Jessica Duquette, *In Perfect Order Organizing Solutions*

You're probably starting to get that feeling in the pit of your stomach now, the one that always used to come around when school started and the seasons began to change. I grew up on the East Coast, where seasons actually do change. This month, the last one of summer, I want to highlight several sites that may be useful to your clients.

Have you ever had a client who wanted to switch from a dialup internet connection to a DSL or cable connection, but you didn't know what companies in the area were providing the service? Here's a great site: all you do is type in your client's address, and the high-speed connection options for that area are conveniently displayed.

**Click Here:** <http://www.broadbandcompass.com/search/display?partnerID=cabl emodem>

Ever have a client with too many file drawers? I do, and you can be sure I'll suggest this nifty solution to converting a file drawer into a desk drawer—leaving room for files, too—using little mesh baskets that hang from the file rails. Some hold CDS or pens.

**Click Here:** <http://www.stacksandstacks.com/html/90374.htm>

Here's a wonderful site for list-makers. It has plenty of lists and tips for travelers, including dated checklists to follow three weeks before you go, then

## SHOP 'TIL YOU DROP & EARN MONEY FOR NAPO-LA!

Shawna Smith, *Organized Solutions*  
Webmasterr

**Office Depot, Office Max, Amazon, Petsmart, Barnes and Noble, Stacks and Stacks, and Dell** are just some of the amazing companies that will pay our chapter a percentage of each sale they make as a result of our shopping with them at their websites. We have made it so easy for you. All you have to do is go to our NAPO-LA website, then go to the *Member Portal* and click on the *Mall*. Once in the *Mall*, you can set up a custom shopping list of the stores you frequent most.

Just think of the funds that our chapter will collect when our membership uses these links. If you have additional questions on this exciting element of the website, please feel free to ask anyone on the website committee.

two weeks before you go, then one week, etc. Also available are hotel, airfare, theme park and packing tips along with other checklists!

**Click Here:** <http://freetraveltips.com/Before/Before05.htm>

Have you ever had a client who bought a new computer and asked you to transfer the data from their old computer to the new one? Here is a great site on how to do that with the Direct Cable Connection. It's actually pretty simple, but time-consuming. Alas, it's for Windows users only.

**Click Here:** <http://home.epix.net/~bwatt/directcc.htm>

## TONI SCHARFF, *THE SIMPLICITY PROJECT* MOOSE-MEAT MINCEMEAT & CANNED ELK NECK

Jean Furuya, *The Office Jeanie*

Though Southern California has not yet afforded her the following organizing project, Toni Scharff's upbringing in the Rocky Mountains west of Montana did have her spending time cleaning out root cellars and pantries and organizing jars of moose mincemeat and cans of elk neck. She comes from an eclectic background as the daughter of "hunter and gatherer" parents. Her father fed his family of four with deer, elk, antelope and moose. Her ranch-born mother gathered household goods, clothing and "treasures" from garage and lawn sales. While growing up, Toni spent ample time involved in the general operations of keeping a family in order.

After she established her business, *The Simplicity Project*, here in Santa Monica, Toni found that most of her clients ask for help with paper flow, mail management, filing systems, their home

offices and general household organization. She does, however, pack her tool box and work gloves and rolls up her sleeves to dig into garages and attics that are overstuffed—as in first rent a two-ton dumpster. She has a practical, down-to-earth approach.

Her past employment in the fields of education, social work, politics, government, the military, women's health and the law has given her a broad foundation of experience that has served her well in her organizing work.

Above all, Toni believes that today, when people are overwhelmed by their possessions, their busy lives, their appointments, their papers, mail, and just plain stuff, it is necessary to look towards the simple. She works to preach to the masses, so to speak, and to make each new client a "simplicity project."

### Abbreviated Minutes August Board Meeting

Robin L. Davi, Secretary, *Simply Arranged*

1. The 2003 Winter Workshop Directors will be Heather Thompson and Mishele Vieira .
2. Results of the Member Survey will be posted in the "Members Only" section on the website after the September Chapter Meeting.
3. The "GO WEEK" press release for the Chapter's Outreach Program "Break The Cycle" will be sent on August 27, 2002.
4. The Chapter will post a notice via the email List Serve to solicit Keynote and Workshop Speakers for the 2003 Winter Workshop.
5. In an effort to recycle, the Chapter will be implementing a fundraiser program through "Donate-A-Phone". Details will be announced during the September chapter meeting.
6. Updates from NAPO National will be presented at the monthly chapter meetings.
7. Claire Quinlan Brock will be the new Prospective Member Coordinator.



#### Sponsors/Resources

We wish to extend a great big

# Thank you

to our Platinum Website Sponsors

## Esselte

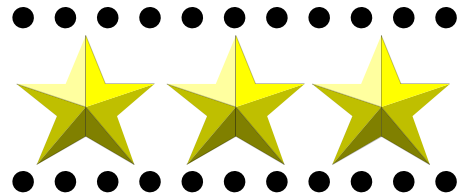
## Tupperware

Chris McKenry, Representative

## The Alliance for Affordable Services

Go to [www.napola.org](http://www.napola.org) and click on Sponsors/Resources for more information on what our sponsors have to offer.

Complete details on becoming a NAPO-LA Website Sponsor are available online or by contacting Heather Thompson, our Web Sponsor Coordinator, at [advertising@napola.org](mailto:advertising@napola.org)



## SHAWNA SMITH: ORGANIZED SOLUTIONS

Talia Eisen, Staff Writer

Shawna Smith is an upbeat, high-energy young woman with a great sense of humor, who's organizing skills have clearly helped to shape and navigate her own life. She is a divorced mother of two with her own business, *Organized Solutions*. Her children are Jacob, eight and one-half, and Amelia, seven. Shawna not only runs her business, she finds time to volunteer as a Teacher's Aid at her children's school, stays involved in their baseball activities and sits on the board for their Little League. Shawna has Lupus, though it is not in a life-threatening stage. She is quick to explain that she is very open about her Lupus as she feels it is important to raise awareness about this illness, which strikes so many people. Even with so much on her plate, Shawna makes time for herself. She is an avid snowboarder and plays volleyball two nights a week.

Shawna started *Organized Solutions* five years ago. Her background in insurance, psychology and legal issues helped her form her own business. Many of her clients come to her for her expertise in navigating legal paperwork, preparing for depositions and document preparation. She also does a lot of office organizing, setting up filing systems and computer systems for clients. She is a "full service" organizer

with a wide range of specialties for the home and office.

It was being "good with computers" that originally got her the training in the insurance field that would lead to her current career. It is this same strength that NAPO has benefited so greatly from with Shawna. Shawna volunteers as the NAPO LA Webmaster and Database Coordinator. As the Webmaster, she assists Tanya Whitford in developing the website, processing renewals, and working with Membership and general web maintenance. As Database Coordinator, she is programming the database, adding new members, creating and updating the yellow pages, providing reports and lists to other departments and working with membership at renewal time.

Volunteering her invaluable skills to organize NAPO on the web, and NAPO data, she is bringing this chapter into the future and helping to raise the profile of the organizing field.

*The Volunteer of the Month is voted on by the Board of Directors and is awarded to a member in recognition of their outstanding contributions to our Chapter. The Winner is announced at each Chapter meeting and will be profiled in this column the following month.*

## GO WEEK

Jessica Duquette, Treasurer  
*In Perfect Order*

It is that time of year again, time to start thinking about how our Chapter can make a splash and help others at the same time. The National Association of Professional Organizers reserves the second week of October each year as GO Week, or Get Organized Week, and encourages its members and Chapters to increase visibility for the profession by sponsoring events and activities related to organizing that will attract media attention.

This year on Thursday, October 10th, we will be working with Break the Cycle, a wonderful not-for-profit organization devoted to ending domestic violence by working proactively with youth. Break the Cycle furthers this mission by providing young people, ages twelve to twenty-two, with preventive education, free legal services, advocacy and support. We have been to visit, and it is a wonderful place, doing wonderful things. This will be an excellent opportunity for us to do some good for a worthy cause and get some media attention in the process. They will be using their media contacts as well as ours to publicize our assistance. If you have any media contacts, please let us know immediately.

We need at least eight people to be Team Leaders plus twenty to twenty-five or more volunteers. Let us know soon!

For those of you who worked at the LA Free Clinic last year, you will remember what a wonderful and rewarding experience it was. And fun, too! If you are interested, please contact either [JessicaDuquette@napola.org](mailto:JessicaDuquette@napola.org) or [Marilyn Crouch@napola.org](mailto:MarilynCrouch@napola.org).

It's sure to be a rewarding day for new as well as experienced organizers.

### Website Office Hours in September

Membership renewals will be done online this year and can be completed in as little as two minutes. If you encounter any problems, the Web Committee will be available to assist you during the following hours in September.

Tanya Whitford	Mondays	7PM-10PM	(323) 462-3679
Chris Janetsky	Wednesdays	5PM-8PM	(562) 673-7271
Toni Scharff	Thursdays	11AM-2PM	(310) 450-2633
Shawna Smith	Sundays	7PM-10PM	(818) 957-7955

This is a great time to update your profile. With the new membership directory feature, you can easily see how your information displays. Your profile is used to create the monthly *Yellow Pages* and for referrals to potential clients who call the Hot Line. The Web Committee can help with this also during September.

# *Happy Birthday to You!*

## *September*

8th Lynne Gilberg  
 19th Gwen Dawson  
 23rd Karina Black  
 23rd Marcy Melton  
 24th Donna Mc Millan  
 28th Debbie Gilster

## *October*

1st Maxine Ordesky  
 2nd Robin Valdez  
 4th Beverly Clower  
 9th Lisa Sarasohn  
 16th Margie Stewart  
 24th Donna Cowan  
 24th Gayle Chapin  
 26th Karen Simon

## *November*

2nd Jessica Duquette  
 5th Susan Johnston  
 6th Lynn Hall  
 9th Janet Aird  
 14th Carolyn Strauss  
 14th Robin Davi  
 16th Sally Hulem  
 30th Steve Skidmore

## *December*

2nd Christine Palen  
 4th Glorya Schklair  
 6th Janice Kemmer  
 6th Ruth Kennison  
 13th Shawna Smith  
 25th Nancy Miller  
 26th Leslie Story  
 27th Christine Cohen

## **Membership Report**

Marilyn Crouch, VP Membership  
*Avenues to Organization*

August Meeting Attendance	50
Members	38
Guests	12
New Members	00

## **PRESERVING NAPO-LA'S HISTORY**

Marci Alpert, *Essential Organization*  
 Historian

Are you interested in preserving NAPO-LA's history? Have you attended a NAPO Annual Conference or a NAPO-LA Winter Workshop in the past four years? If so, we need your help!

Our chapter scrapbook contains photos and memorabilia showing the history and achievements of NAPO-LA over the years. In an effort to continue preserving the history of NAPO-LA, we are asking for photos and memorabilia from our chapter members. Your contributions might include a photo from the Annual Conference or Golden Circle Retreat, a brochure highlighting Winter Workshop or an article spotlighting a chapter member. Any items from 1999 through 2002 will be especially appreciated!

If you have a photo or piece of memorabilia to include in the scrapbook, please bring it to Marci Alpert at the next chapter meeting.

## **Calendar**

### *September*

Humor in Business Month

Self University Week 1st-7th  
 NAPO-LA Renewal Period 1st-30th

Improve Your Home Office Week  
 9th-16th

Innergize Day 23rd  
 Board Meeting 2:30 pm 23rd  
 Chapter Meeting 6:15 pm 23rd

**THE SEPTEMBER CHAPTER MEETING IS FOR MEMBERS ONLY.  
 NO GUESTS. THANK YOU**

### *October*

National Computer Learning Month

Board Retreat 6th  
 GO Week 6th-12th  
 Home Based Business Week 7th-13th  
 National Business Women's Week  
 15th-29th

National Make A Difference Day  
 27th

Board Meeting 2:30 pm 28th  
 Chapter Meeting 6:15 pm 28th

Web Sponsor

## TUPPERWARE: IT'S HIP TO BE SQUARE

Chris McKenry,  
Tupperware Representative

As organizers, we all know it's hip to be square and Tupperware® products are designed to maximize food storage space; however, Tupperware's *Modular Mate*® series is the ultimate. Two things keep food fresh and bacteria growth at bay: removing oxygen and maintaining proper temperature.

*Modular Mates* allow every container to have a permanent position. When stacked together, every inch of space is used. Whatever the style of the kitchen, Custom Kitchen Planning with Tupperware will make your project both attractive and efficient.

Virtually airtight containers prolong the life of staples, keeping foods fresh for longer periods. No more spills, insects or broken glass. Tupperware containers seal and stack snugly. Containers stack up neatly—a "One" stacked on a "Two" equals the height of a "Three." Shapes also work together: two Ovals fit atop a Square; a Square and an Oval fit atop a Rectangle. Individual centers for baking, breakfast, beverage, pasta and beans and snacks offer your clients both function and easy visual monitoring of inventory. (See photo at right.)

Other items for today's kitchen include the new *FridgeSmart*® containers, which keep fruits and vegetables fresher longer. Using a special vent system, these containers allow fruits and vegetables to breathe. *FreezeSmart* containers have dials on the lids that tell you how long food has been in the freezer. The *Rock 'N Serve*® set, made from clear nonbreakable plastic, goes from freezer to microwave to dishwasher.

As if these unique qualities are not enough, Tupperware also has a lifetime guarantee against normal wear and tear. No receipts are needed, and any consul-

tant in any city will provide needed replacements. Tupperware is for Home, for Health, and for Life!

You can order Tupperware at [www.getittogetherla.com](http://www.getittogetherla.com) or contact [chrismckenry@attbi.com](mailto:chrismckenry@attbi.com) for more information.

*A Professional Organizer and former food industry executive, Chris is a Certified Food Safety Specialist.*



## NAPO-LA RENEWAL

The deadline to pay your 2002/2003 NAPO-LA dues is September 30, 2002. Pay by then to avoid the \$10 late fee! You may pay online by credit card, using the PayPal option, or by mailing a check to the Treasurer. The website will provide directions for either method. See page five for websiteHelp hours.

Full Membership is a new option and includes both Basic Membership and pre-payment of the ten monthly Chapter meetings at a discount. Choose one:

**Basic Membership: \$75.00**  
**Full Membership: \$135.00**

To be listed in *Find An Organizer* on the NAPO-LA website, **add** to either the Basic or Full Membership dues:

**Website Referral Fee: \$110.00**

While paying your dues at [www.napola.org](http://www.napola.org), review your Member Profile; it is used for the chapter Yellow Pages and by the Referral Coordinator.


**NAPO-SFBA**  
practically presents  
**Barbara Hemphill**  
and  
**Harold Taylor**

plus 18 Workshops  
and an  
**Exhibitor Reception**  
at its

**14<sup>th</sup> Annual  
Regional Conference**

Saturday, October 26<sup>th</sup>  
8:00 AM - 6:30 PM  
Walnut Creek, CA

For details and to register,  
[www.napo-sfba.org](http://www.napo-sfba.org)



Organizers are visionaries with the passion to bring about constructive change.

Come sharpen your focus, enhance your perspective, and Grow Your Vision for you, your business, and your personal life!