

THE LOS ANGELES ORGANIZER



September 2004

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NAPO Los Angeles

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

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Coordinators & Committee Chairs

ANNOUNCEMENTS

☐ Renew your 2004-2005 Membership online at the NAPO-LA website. (Please see article below.) To avoid a late charge, please renew your dues no later than September 30. Any renewals received on or after October 1 will be subject to a \$10 late fee. Should you have any questions regarding dues renewal, please contact NicolePacheco@napola.org.

☐ GO Week volunteers: Diana Buckhantz, NAPO-LA's Public Relations Consultant, is busy pitching the media on our Get Organized Week project and our industry in general. She may be contacting certain members for information and interviews.

☐ The 2004 members-only Holiday Dinner and Chapter Meeting will be held on Monday, November 15, the third Monday in November. We have a fantastic menu planned plus fun and games just for organizers and plenty of time to network and socialize with our colleagues. Further details to follow.

☐ You will now receive the *L.A. Organizer* in your e-mail inbox on the 15th instead of the first of each month.

CALENDAR

September is "Attention Deficit Hyperactivity Disorder" Month and "Self-Improvement Month"
Sept. 7: "Do It" Day!
Sept. 20-24: National "Love Your Files" Week
Sept. 27: NAPO-LA Board Meeting - 2:30 p.m.
Sept. 27: NAPO-LA Chapter Meeting - 6:15 p.m.

October is "Self Promotion" Month
Oct. 3-9: "Get Organized" Week
Oct. 5: NAPO-LA Get Organized Week Event: Project Angel Food
Oct. 4-8: "Improve Your Home Office" Week
Oct. 25: NAPO-LA Board Meeting - 2:30 p.m.
Oct. 25: NAPO-LA Chapter Meeting - 6:15 p.m.
Oct. 29: "Take Back Your Time" Day

September Program

Unseen Hazards for Today's Organizing Professional

Have you often found yourself in a situation and asked, "Is the air I'm breathing safe?" Most people don't know they are working in a hazardous environment until they get sick. This month's speaker will cover the answer to this question and many other dangerous concerns we face every day as professional organizers.

In his presentation "Unseen Hazards for Today's Organizing Professional," Hector Escarcega will teach you what to look for and how to protect yourself. Hector is a member of the National Speaker's Association (NSA) and has 20 years experience in the field of public safety and dealing with health hazards. This information is essential for every organizer's toolbox. Don't miss out on this unique opportunity to learn from a true safety professional.

The L.A. chapter would like to extend a warm "thank you" to Debbie Gilster for her program last month, "10 Steps to More

Associate Member Coordinator:
Barb Schmitt
Database/Directory: Tanya Whitford
Golden Circle Advisor: Ann Gambrell
Greeting Coordinator: Toni Scharff
Greeters: Dee Saar, Barbara Ricketts, Toni Scharff
Librarian: Lenore Sokol
Meeting Assistant: Sara Getzkin
MET Program Coordinators:
Jean Furuya, Barbara Ricketts, Tanya Whitford
New Member Orientation:
Jean Furuya, Ann Gambrell
Public Relations: Chris McKenry
Registration Assistants:
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Scrapbooker: Mary Lasnier
Volunteer Coordinator: Mishele Vieira

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Submission Guidelines: Published 10 times per year. All articles are copyrighted, all rights reserved. Submit text in MicroSoft Word attachment or type directly into e-mail message. Attach visuals as .jpg or .tif. Send to DeeSaar@napola.org.
Deadline: The 25th of the month for any submission.

Advertisements: Ads appear as icons on an html page and include a hyperlink to your website. Send art in .jpg format at 72 dpi to LaurieClarke@napola.org. All art and payments must be received by the 25th of the month for submission. All payments to be arranged with Cindy Kamm (CindyKamm@napola.org).

Ad Size: 125x100 pixels
Price: \$25 Members/\$35 Non-NAPO Members
Coupon: This feature allows advertiser to provide a text of 50-75 words for a more detailed description than the sponsor link.
Price: \$35 Members/\$45 Non-NAPO Members

Chapter Membership:

National NAPO membership required. Price includes electronic newsletter.

Professional Processes." Debbie is the current Vice President of NAPO National and speaks often at the national level. You can reach Debbie and her company, Organize and Computerize, at (949) 389-0440 or through the web at www.OrganizeAndComputerize.com.

We are still looking for February conference volunteers. The planning stages are upon us, and we need your help to make this year's conference a success. Volunteers are needed with different levels of experience. If you have been looking for a way to get more involved with our chapter, this is it! Contact Andy Frasure at andyfrasure@napola.org.

~ **Andy Frasure, Andy's Organizing / Director of Professional Development**

[For more info on NAPO-LA events, click here.](#)

President's Message



We Are Always Learning

I received a client referral from an organizer in Houston for a client in the northern Ventura County area; a perfect and easy drive from Simi

Valley.

My first contact was with this client's virtual assistant in Las Vegas who handled the majority of his business. During the initial conversation with the assistant, I was told that the client needed to move out of his business location. This would include packing all belongings, office supplies, furniture, computer and electronic equipment as well as sorting seven to ten boxes of papers, all of which were to be put into a storage unit. The only saving grace was the storage facility was located across the parking lot.

After meeting with the client and reviewing all of his concerns, I realized this was a big project. Then WHAM, he hit me with a request for a proposal. Being that this was only the second time I'd been asked for a proposal, I knew it would be a challenge. My proposal was accepted with a cap on my fees. However, I felt certain I had allowed for making a profit even though I would need to use assistants for part of the job.

Everything started out great as we began the project. I had two assistants one day and one the next for moving furniture, packing supplies, sorting, purging, lifting and carrying. The client was impressed with how much we accomplished the first two days. Things were progressing so well until I realized that the seven to ten boxes of papers had not been sorted, and I had used all my allotted hours. Now what?

I thought I would need six to eight more hours to complete the job, and the client approved just six more hours. During the next three days I spent a total of 23 hours, and enlisted my husband's help to complete the job.

I was pretty upset with myself for missing the boat on how long the project would take, how to set my fees realistically and the physicality of it all. With the deposit received, I paid one assistant, owing the other and myself. And even though the project was completed on time, the client took two weeks to pay the balance.

Lesson learned: Don't be timid about charging what you're worth! What we do is invaluable!

~ **Robin Davi, Simply Arranged/NAPO-LA President**

[For more information on Robin and other NAPO-LA Board Members, click here.](#)

Annual Dues (Oct. to Sept.-Annually)

\$85 - Basic Member w/website referral listing.

\$135 - Basic Member w/website referral listing and paid meeting fees.

\$50 - Out-of-State Individual.

\$150 - Associate Member.

\$10 - New/Lapsed Member Processing.

\$10 - Meeting Fee.

Non-Members

\$25 - Newsletter Subscription (Annually).

\$15 - Visitor Meeting Fee.

National Membership Annual Dues:

\$200 - Individual

\$150 - Associate-Branch

\$250 - Associate-Local

\$550 - Associate-Corporate

\$20 - New Member One-Time Processing Fee

Abbreviated Minutes August Board Meeting

1. September will be the last month of the banner ads for our sponsor program.
2. It was agreed that the assistant list would remain a free service to members.
3. Membership reported to be up from this time last year.
4. It was decided that a program will be initiated to follow up with visitors and other prospective members via e-mails to promote membership.

~ Talia Eisen, Clarity Professional Organizing

Membership Report

August Meeting

39 - Total Attendance

31 - Members

8 - Guests

0- New Members

107 - Total Membership

Assistants List

The following people are available to work as an assistant this month.

Laurie Clarke
(818) 783-5683

Susan Honnold
(310) 948-0493

Cindy Kamm
(310) 836-6471

Cheryl Perkins (310) 306-1769

John Trosko
(310) 806-7638

Robin Valdez
(818) 886-9635

Participate in NAPO-LA

Get Organized Week



Meet our G.O. Week Charity: Project Angel Food

Project Angel Food began in 1989 by serving about 20 people each day from a small West Hollywood apartment. Currently, more than 1,200 meals are delivered daily from their kitchen. The meals are prepared by professional chefs and volunteer assistants and are guided by registered dietitians. The meals are attractive, nutritious, and always made with the highest quality ingredients. These free meals are delivered to clients' homes throughout 1,400 sq. miles of Los Angeles by staff and volunteers each day.

The people served all have two things in common, they are struggling with one or more serious health conditions and they truly need help getting the proper nutrition each day. Many clients are living with the challenges of HIV/AIDS as a chronic disease. Other clients are suffering from illnesses such as cancer, Parkinson's disease and complications of diabetes or are weakened by chemotherapy. They are isolated and unable to shop, cook, or afford food to make nutritious meals.

The organization's mission is to improve the health and well being of the people served by providing meals, encouragement and caring each day. More than half of the clients are people of color. The number of women and children served has increased dramatically. Over all, the clients now have fewer resources.

Volunteering for Project Angel Food is a chance to do something for others and for yourself. It is an opportunity to share your compassion and to directly contribute to another person's well being. To volunteer, call 1.800.59.ANGEL

As GO week approaches, the NAPO-LA chapter is preparing to descend upon Project Angel Food's business location to show its support of their cause by lending expertise and manpower to organize their offices. For one full day, organizers who have volunteered their services will sort, purge, categorize, organize, put away, and generally leave a heightened sense of order and efficiency in their wake as a donation.

[Visit Project Angel Food's website by clicking here.](#)

G.O. Week Announcement

Don't miss out on all the fun, hard work and camaraderie of our GO Week Community Outreach Event at Project Angel Food on Tuesday, October 5. We need all of you to help as volunteers and team leaders. Please join us for one of the most rewarding, giving and magical days as we give back to those who unselfishly donate their time and efforts to those living with AIDS, HIV and other life-threatening illnesses. Please contact Claire Flannery at GOWeek@napola.org to volunteer.

Remember, to wear your NAPO-LA T- Shirts on event day. If you do not have a NAPO-LA T-Shirt, please be sure to purchase one at the September Chapter Meeting or you may contact Cindy Kamm, Treasurer at CindyKamm@napola.org to order one for GO Week day.

[For information on NAPO-LA and GO Week,](#)

The Assistants List is available as a resource connecting those available to serve as assistants for projects of organizers. Submit your request each month you wish to be listed. Include your name, business name, phone, and email address. The list is only for members of NAPO-LA and does not guarantee work. The Assistants List is found in the member's only section of the website on the membership directory page. To add your name to the list send an email to Assistant@NAPOLA.org.

Organizing events of members may be listed on the NAPO-LA calendar for only \$30 per month. Include event, date, time, location and your contact info along with 50-word descriptions to Calendar@NAPOLA.org, and your event will be advertised.

Submit your organizing tips for monthly listing on NAPOLA.org. Each "Tip" should be 50-75 words and will be used at the discretion of the editor of this section. Your name and business name will be listed. Send your tips to Tips@NAPOLA.org.

Golden Circle Volunteer Needed

Looking for a volunteer! We are in need of someone to manage the Golden Circle Column for our Los Angeles Chapter newsletter. The job entails asking Golden Circle members, with expertise in a specific area of organizing, to submit articles to be published. This is a great opportunity to help our veteran members share their information and knowledge with the entire membership.

If you are interested, contact Ann Gambrell at anngambrell@napola.org or DeeSaar@napola.org. Step forward to help show that we ARE "The Organizing Authority."

Member Survey

What do you think of the new NAPO-LA newsletter? Love it? Hate it? What could we do to improve it? What types of articles would you like to see in the newsletter? Send a quick e-mail to newsletter@napola.org.

For more information on becoming a NAPO member, [click here](#).

Quick Links...

- [NAPO-LA Website](#)
- [NAPO Website](#)
- [NAPO-LA Annual Conference](#)
- [NAPO San Francisco Bay Area Chapter Conference](#)

[click here.](#)

Silent Auction Volunteer



Silent Auction to have Southern Accent in September

Chris McKenry, Get It Together LA!

Chicken was in this organizer's blood until the turn of the century. For 20 years, Chris McKenry was in charge of the marketing and production at the family's Tennessee food processing business. In January of 2000, he sold his interest in the 103-year-old firm and moved to Los Angeles.

Unsure of the direction to take, Chris remembered how impressed colleagues were with his organization skills. He discovered NAPO and learned that the organization had its roots in the local area.

Within a year, Chris started Get It Together LA! and joined the Los Angeles chapter of NAPO. His organizing firm concentrates on higher-end residential and small office organizing. Closet design is a specialty, but Chris excels in every area of the home organizing field.

From clearing clutter to designing storage systems, Chris is often called a "Miracle Worker" by clients. "I enjoy teaching clients to realize their own potential by getting them to understand how their habits affect their environment," said Chris.

This is one organizer that enjoys marketing almost as much as organizing. He is sought after as a speaker, with presentations given on organizing topics as well as his popular seminar "Networking: The Game Plan for Success." Monthly "O-Tips" are emailed to over 1,000 contacts, most of whom were met while networking.

Currently, Chris serves on the board of directors of both NAPO-LA and the West Hollywood Chamber of Commerce. In 2003, he received the "President's Award" during Small Business Week by his Chamber. He is also concluding his term as the founding President of the West Hollywood Chapter of BNI.

Your questions on organizing, marketing, and networking will be answered with a southern accent and a grin.

The Silent Auction is a regular fundraiser for our chapter and is held at each meeting. During the meeting the volunteer will be announced and a clipboard will be passed around to everyone at the meeting. Anyone can bid by signing the sheet as it goes around. The highest bidder wins a one-hour in-person or telephone consultation during which time they can ask anything regarding the professional organizing business.

[Click here for more information on Chris McKenry.](#)

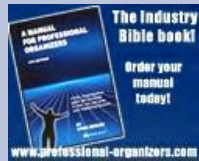
Volunteers of the Month



Newsletter Duo Recognized for Transformation of Newsletter

Dee Saar and Laurie Clarke were recognized in July for their

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Join our mailing list!

terrific work putting together the newly transformed *L.A. Organizer* newsletter. It is more modern, easier to read on the computer, and the content is more streamlined than ever. Also with the concept of a web-based e-zine-style newsletter comes the benefit of being able to use links in the newsletter and within articles, to pertinent information. Try using these links today, if you haven't previously.

Dee and Laurie began their joint work as editor and publisher, respectively, with the November 2003 issue. In the springtime, they began putting together new guidelines and coming up with some fresh ideas for the newsletter. But that is the type of people both women are. They don't let "good enough" (or in this case even "great") be good enough. They put in hours of work, thinking everything through and finding some wonderful new ways to approach the newsletter that hadn't been considered before. That is really what NAPO volunteerism is all about, contributing your special skills and ideas and making a difference.

Dee began volunteering for NAPO L.A. soon after joining last September. She participated in GO Week and was a Meeting Assistant before being asked to edit the *L.A. Organizer*.

"It is not an easy job," said Dee. "It's lots of work, but I enjoy it very much."

She also noted how getting involved with the chapter right away helped her get to know lots of people and helped others get to know her. Seeing how responsible and committed she was to our chapter, several members who otherwise wouldn't have known anything about her have had the confidence to refer work to her.

Dee's business centers around her love of residential organizing. She has a corporate background and was a Director of Human Resources for many years, but it is working with individuals in their home that brings her the most satisfaction. She has a knack for decorating and design as well, so she to puts those skills to use as well when she's doing residential work, especially relocations, which have become her focus.

Laurie joined NAPO-LA in July 2003. Like Dee, she volunteered for GO Week before beginning her job as publisher for the *L.A. Organizer*. She is currently also an Ambassador for NAPO National, welcoming new members to the organization. Her feelings about the partnership that produces the newsletter echo Dee's. She feels they work well together and that they have the same goals and vision for the newsletter.

In June of 2003, Laurie started her business after being laid off from her job. She spent some time looking for something new to do, a new challenge, and found NAPO on the internet. She immediately made the connection with what had been a special talent of hers. At her old job, co-workers had often come to her asking her to help them get organized in their homes. When she found NAPO, she knew she'd found what she'd been looking for.

Laurie and Dee love working together. They have become friends through the process and clearly have made this partnership a rewarding one, for themselves as well as for the readers of the *L.A. Organizer*.

~ *Talia Eisen, Clarity Professional Organizing*

NAPO-LA 2004-2005 Annual Membership Renewal

It is time to renew your NAPO-LA membership. Renewals will be available on-line through our website. This will make the process quick and easy. You'll be able to pay your annual dues by credit card using PayPal.

Here are your options:

Level 1 Membership Option: \$85

Basic Membership
Website Referral Listing

Level 2 Membership Option: \$135

Includes monthly chapter meeting fees at a 50% discount.
Basic Membership
Meeting Fees, you pay \$5 per meeting (10 meetings)
Website Referral Listing

Meeting fees will be \$10 starting October 1st. NAPO-LA Chapter membership dues are payable by September 30, 2004. A processing fee of \$10.00 will be applied to renewals received after September 30, 2004. If your regular dues are received after this date, your membership will not be activated pending receipt of the additional \$10.00 fee.

~ **Nicole Pacheco, Elements of Organizing/VP Membership**

[Click here to renew your NAPO-LA membership.](#)

Organizing Tips



How to Get Rid of the Junk Mail

Are you and your clients ready to stop up to 90% of the junk mail that comes to the home and office? This high impact, compact and easy-to-read booklet has toll free numbers to call, hints on how to avoid getting on junk mail lists in the first place, a comprehensive list of companies to contact, and much more.

Taking action will not only reduce stress and piles of unwanted paper, it will also reduce environmental damage. Consider this: 100 million trees are ground up yearly for unsolicited mail and since more than half of all junk mail is discarded unread and unopened, more than 4 million tons of paper and 28 billion gallons of water are wasted each year. Heard enough?

Contact Evelyn at (626) 576-2059 or e-mail her at evelyn@organizing-for-success.com. Cost is \$15. NAPO discount is \$10 with free shipping and handling.

~ **Evelyn M. Gray, Organizing for Success /L.A. Organizer Photographer**

Members in the News

Laurie Clarke of Life Simplified has an article featured on Socal.com, a local online magazine. The article "Simple Tips for a More Organized Home" can be found under the "Socal Woman" section or visit here <http://www.socal.com/articles/1120-28.html>.

Sheila McCurdy of ClutterSTOP was featured in an interview on the "Get Wise -- Get Organized!" radio show at World Talk Radio on August 23. Highlighted were tips from her book *The Floor Is not an Option!* You may visit <http://www.worldtalkradio.com/show.asp?sid=94> to listen to the show. Sheila was also interviewed for a story in the Inland Empire Magazine and by morning radio-show host, Mike Bellamy on WLBK in DeKalb, Illinois.

email: newsletter@napola.org
web: <http://www.napola.org>

**Ann Gambrell Presents
a Home Organizing
Workshop**

**Saturday ☐ October 30th
8:30 a.m. to 12:30 p.m.**

A unique learning experience
in the home of a
Professional Organizer.
Learn to organize all areas of your home.

Open To The Public and Professional
Organizers.
Register now! Space is limited!

[For more information and to register, click
here.](#)

**SFBA NAPO
Regional
Conference**

NAPO's San Francisco Bay Area Chapter
is proud to present
its 16th Annual Regional Conference:
Now's The Time!

Saturday, October 16

The Newark/Fremont Hilton Hotel
Newark, California

Don't miss Keynote Speaker Julie Morgenstern, 18 amazing
workshops and 8 generous sponsors.

Of related interest is the NSGCD's Fall Forum: The Nuts & Bolts
Conference will be held at the same location on October 14 and 15.
Details can be found at: www.nsgcd.org.

[For more information and to register online, click here.](#)