

The LA Organizer

Volume 8, Issue 11

NAPO-LOS ANGELES

September 2001

September Meeting Topic Back to School for Organizers

By: Lanna Nakone, Program Director, *Perfection Prevails*

September is here and what does that mean??? Yes, it is the time of year when we turn inward, reflect and further our own education. During our next two monthly meetings, we will focus on us trying to become better educated about our profession from our fellow members. This month, two veterans will educate us, so that we continue to be amazing at what we do!

Beverly Clower, one of our founders, will talk about filing systems, and Barb Schmit will discuss issues of the mobile office, confined and shrinking work areas, and the tools available to assist in becoming organized in that environment.

How lucky we are to learn from two "Professors" of organizing!

Meeting Agenda

Monday, September 24, 2001

Fourth Monday of every month
except May & December

- 5:50 Registration
PLEASE WEAR YOUR BADGES
- 6:15 Meeting begins (PROMPTLY)
- * President's Remarks
 - * Silent Auction
 - * Member Spotlights
 - * Announcements
 - * Member Introductions
 - * Organizing 101
- 7:05 Break
- 7:15** *Back to School for Organizers*
- 8:30 Closing Remarks
- 8:40 Meeting Adjourned

Where:

Olympic Collection Conf. Center
11301 Olympic Blvd.

Cross street is Sawtelle.
Parking at the center is \$4.
Limited street parking after 6:00 p.m.
Please look for the signs with our meeting room location.

All Professional Organizers and those interested in entering the field are welcome to attend (no clients, please). Business attire is appreciated. Networking table is available to display brochures and flyers. No products for sale. Meeting charge \$7 for NAPO-LA members; \$15 for visitors and prospective members.

**If you wish to make an announcement, please notify Lanna Nakone prior to the meeting at perfectprevails@cs.com or (818) 990-0559.*

Raising the Bar NAPO-LA Forecasts Solid Financial Growth



Dorothy Breininger, President, NAPO-LA
Center for Organization & Goal Planning

This Chapter is preparing to move to the next financial level. Having completed our successful community outreach effort last month and with our volunteer pool reaching record numbers, we are now poised to pursue our next goal: Fundraising.

1. Can you picture paid scholarships to the National NAPO Conference being awarded to three of our dedicated volunteers or chapter members every year?
2. Can you feel the surge of energy created when we have standing room only to hear an amazing speaker because we are in a position to pay them?
3. Could it be possible that we are so financially sound that we can outsource the administrative work of

- our Chapter?
4. How would you feel about coming to a meeting to find our NAPO-LA store where books, gifts for clients, and products are available for purchase?
 5. Can you imagine being offered at least two educational classes per month whereby our newer members can attend and our seasoned members are paid to conduct the classes?

These goals can be accomplished, and your Board of Directors feels it can be done through fundraising. You are encouraged to submit ideas to me regarding our fundraising effort. We are prepared to "raise the bar."

Features

<i>September Silent Auction</i>	<i>Pg. 2</i>
<i>Membership Renewal</i>	<i>Pg. 3</i>
<i>Communications Update</i>	<i>Pg. 3</i>
<i>LA Free Clinic Event</i>	<i>Pg. 2,4-5</i>
<i>New Members</i>	<i>Pg. 7</i>
<i>Who's Who</i>	<i>Pg. 8</i>

September Silent Auction: Esther Simon

By: Jean Furuya, Special Projects Coordinator, *The Office Jeanie*

Each month at the Los Angeles Chapter meeting, a Professional Organizer is auctioned off! Yes, it's true. Anyone attending the meeting can place a bid to win one hour of time with a veteran Professional Organizer. You can ask the organizer anything about the business. Get all your questions answered, such as: setting up your business, getting new or more clients, marketing your services/products, designing business cards, specializing, home or office organizing and more! We are very fortunate to have a wealth of great organizers willing to share in your success. This is a terrific opportunity to invest in your future as a Professional Organizer.

This month, we have Esther Simon who joined NAPO shortly after her seventh child was born three and one half years ago. Always looking for a challenge and wanting to help people around her fulfill their potential, Esther's

expertise lies in the areas of home organizing. After many of her friends encouraged her to help them get organized, Esther shared her talents as "The Traditional Home Organizer".

Esther works with individuals to help them with a broad range organizational issues, including streamlining the paper trail in home or office, space planning, filing systems, and especially time management.

She gives seminars and workshops to groups on topics dealing with paper clutter, opening mail, setting up a user-friendly file systems. how to store important documents, and how long to store them, how to decide what to keep and what not to keep in your home. She is also experienced in organizing photos for creative memories, children memorabilia, organizing home libraries, and garages.

Esther has helped organize her clients every area of homes both large

and small, and is especially creative in finding cost-effective and creative ways to utilize space. An expert in the kitchen, Esther gives great ideas on healthy low fat meal plans for large families, child rearing discipline issues relating to having you children involved in cleaning up and become independent helpers. A unique aspect of Esther's organizational abilities that her clients appreciate is in dealing with carpool, PTA responsibilities, household help, and how to make time for themselves and enjoy being a mother.

Esther holds a master's degree in social work and has applied her extraordinary organizing talents and social work experience to the home environment. As a mother of seven, Esther's own immaculate home is proof positive that she knows whereof she speaks. If you bid on Esther tonight she will share her secrets in dealing with a successful well-managed home and office.

August Board Meeting Abbreviated Minutes



By: Marianna Long, Secretary, *Spacial Consultants*

1. Fund raising ideas were discussed. Workshops, gifts for the holidays, and products for sale were mentioned as ways to raise money for the chapter.
2. Winter workshop details were presented by Lanna Nakone and discussed by the board.
3. The elimination of the President Elect position will be brought to chapter for approval.
4. Dolores Kaytes, with help from Lanna Nakone and Jessica Duquette, has finished purging the chapter storage materials.

Tips & Tidbits Corner

If you have a product, website, service, or book that you find useful for your business or your clients, please share them with us. Submit your favorites to Tanya Whitford at orgwonders@usa.net for inclusion in the next issue of *The LA Organizer*.

CORRECTION: There was an error in the last column regarding MetLife. The correct address for a Personal Property Inventory is: MetLife, 338 Commerce Dr. , Fairfield, CT 06430.

-Continued on Page 7

A Letter of Thanks to NAPO-LA

August 20, 2001

Dear Dorothy,

Staff who have benefited from your time, energy and skills join me in thanking you for the tremendous day of service you and your fellow professional organizers generously donated to the Clinic. The change to our organization has been immediately and profoundly noticeable.

The uncluttered, organized offices and the renewed sense of pride are a joy to all of us here at the Clinic, but especially to those who were directly affected by your beneficence.

Dorothy, I cannot thank you and your fellow volunteers enough for the wonderful gift you have given the Clinic. If I, or any member of our team, can be of assistance to you in any way please don't hesitate to let us know.

Sincerely,
Joseph W. Dunn, Ph.D., MBA
Executive Director,
The Los Angeles Free Clinic

Communications Update

By: Tanya Whitford, Comm. Dir., *Organizing Wonders*

Newsletter

We will be starting a new column where one lucky organizer gets to be interviewed by Jan Benadom, our new staff writer. For your chance to be interviewed, please drop your business card in the marked container at Chapter meetings. One winner will be chosen at the end of each meeting.

Website

By October, we will have a new section for members only. This will work just like the Members section of the National website. After renewals are in, you will receive the log in and password to access this area. Here you will find reference materials like our By-laws and Code of Ethics. You will also find recent newsletters, sign up forms for website listings, and order forms for products in our mini NAPO store. Many things will be added in the upcoming months. This section will save the Chapter time and money while providing members with the most updated information available whenever they need it.

Electronic Yellow Pages

Communications and Membership have joined forces to provide monthly Yellow Page updates. This is possible because of the ease and zero cost of PDF formats. After the latest flurry of corrections and additions to the Yellow Pages, the Database Coordinator will send it to the Communications Director to be distributed via chapter e-mail. No more searching through multiple partial updates and newsletters to find current information. The free Adobe Acrobat Reader will be needed to view the pages. The newsletter has been sent this way for a year now, so if you have been opening your newsletter— you are all set! Please note that paper copies will not be available. If you can not access the internet, you will have to wait until the normal Yellow Page printings in the Fall and Spring. The first update has been sent and judging by the feedback, this is already a huge success!

Chapter Group

Is anyone interested in starting a Chapter group through Yahoo groups? For those who enjoy e-mail, this is a wonderful opportunity to share and learn from other organizers via questions or announcements submitted to the group. Those who are interested will have to sign up and then choose whether they would like to receive all messages that are posted or if they would prefer to check on their own. If you think this would be a nice addition to our Chapter, please contact me at orgwonders@usa.net. We will also need a volunteer to serve as the moderator.



Website Renewals

By: Tanya Whitford, Comm. Dir., *Organizing Wonders*

For those members who are not already listed on the website— you are missing out! This is a fantastic and inexpensive way to be on the web and get new clients. The cost is \$110 a year which includes your name, business name, phone number, 50 word description of what you do, a listing of your specialties, and your e-mail address which will generate an e-mail directly to you. For an additional \$2.50 per month, you can add a link to your business website. Web-site subscriptions run parallel to the Chapter fiscal year (Oct. 1, 2001 to September 30, 2002). Sign up forms will be sent via e-mail to Chapter members and should be handed in at the September 24th meeting. If you have any questions, please contact Toni Scharff, our Website Coordinator, at toni_scharff@earthlink.net.

Attention Attention, Attention

It's that time of year again!

Membership renewal dues are due at our September 24th meeting.

A \$10.00 processing fee will be applied to any renewals after September 30th. The following are the membership dues: Chapter Dues (Oct.1 - Sept. 30)

Regular Members:	\$75.00
Out of State Members:	\$50.00
Associate Members:	\$150.00
New/Lapsed Member Processing Fee:	\$10.00

Renewal of National Membership dues are collected by NAPO National on Members' anniversary dates.

National Dues:	\$200.00
National Processing Fee : (new members only)	20.00
National NAPO Name Badge:	10.00

Membership Report

By: **Mary Xanthos**, VP/Membership,
In It's Place

Total Membership:	87
August Meeting Attendance:	64
Members.....	46
Guests	18

MEMBER SPOTLIGHTS

September Meeting



Karen Simon

Esther Simon

Carolyn Strauss

Member Spotlights are a great opportunity to practice your public speaking skills and get to know your fellow members a little better. All members are encouraged to participate. Sign up at the next meeting. Space is limited for each month so don't miss your chance!



Family Organizing: Back to School

By: **Esther Simon**, *The Traditional Home Organizer*

Getting ready for school to begin? How are you going to organize all of the school uniforms and clothes so that each morning you don't panic and raise your anxiety before for the school bell? Here are some tips from a mother of seven who has even more uniforms and school clothes than most parents. All uniforms and school clothes should be labeled with your family's last name and phone number in case they get lost at school or are found at a classmate's house. If a few of your children wear the same size and their clothes often get mixed up in each others' closets causing arguments each morning, you can color code their clothes. Each child in the house should pick a color and sew a thread in the label of the blouse, shirt, skirt, jumper and socks. These threads do not wash out or wear out. After the wash, you or your housekeeper will know which closet to put the clothes in based on the color

codes. The reason that I use thread and not a permanent marker is because when the children grow out of the item I pass it down by simply removing the thread. If two children share a closet, you can put their uniforms on different colored hangers or opposite sides of the closet. Each child should have their own drawer or place a plastic shoe box inside of the drawer as a divider. Try to separate and categorize as much as you can. The idea is to make the morning chaos as smooth as possible. Finally, lay out the clothes the night before as well as making the next days lunches.

In each issue, this column will focus on a different aspect of organizing large families. If there is a topic you would like covered, please send an e-mail request to Esther Simon at trathomorg@aol.com

Community Outreach at the LA Free Clinic

By: **Marilyn Crouch**, *New Member Coordinator, Avenues to Organization*

Twenty NAPO-LA organizers came out in full force on August 15, 2001, to be a part of the Chapter's first community outreach effort. Our effort was to organize five executive offices and the supply area of the LA Free Clinic....a whirlwind seven-hour organizing event! What a great day it turned out to be.

When I first walked into the organizer's staging area, I was in awe at all of the organizers in their NAPO-LA t-shirts looking like a true team. Anyone who walked into the room could not help but feel the excitement, dedication and determination of the group – this group was on an organizing mission and was going to create amazing results.

Dorothy Breininger opened the morning by presenting the LA Free Clinic with a gift from NAPO-LA. The Free Clinic Director welcomed the group and extended his excitement about our effort. We broke into our individual teams and the work began.

The offices and halls were filled with a buzz.....20 organizers doing their thing! Each team worked hard to accomplish the task at hand. When one team was done with their task, they extended their help to another team; a true sense of camaraderie was felt.

At the end of the day, Dorothy gave the team leaders an opportunity to share what had transpired in their area and to suggest any future action. Each of the people whose office was organized was given an opportunity to share what their feelings were about the day. One person stated that she now had a better understanding of her job for the first time in two years; another shared that she was now able to purge information from her office that she hadn't been able to get rid of for years. Yet another person was able to see the results in her office, acknowledge that more work needed to be done, and that this was a great beginning. The comments were all very touching and complimentary to

the work that had been accomplished.

At the end of the event, the Free Clinic Director, Joseph W. Dunn, Ph. D., M.B.A., extended his appreciation and complimented the NAPO-LA organizers for the work that had been done. He was amazed at what had been accomplished and couldn't say enough about how grateful he was for our efforts and what a difference we had made. I think I can speak for the 20 organizers and say that each one of us walked away with a deep sense of fulfillment about the project. The organizing effort benefits the executive offices and this ultimately trickles down to the people who use the services provided by the LA Free clinic.

Dorothy Breininger is to be commended for all of the hard work that she put in to get this event off the ground: organizing the team leaders, matching the organizers, and organizing the day of the event. She

-Continued on Page 5

Continued from Page 4

really did an outstanding job! She lead the group with her kind, caring and supportive style. She kept us all on task and kept her commitment of finishing by 4:30! In her closing statements she quantified the event "20 organizers, times 7 hours, equals 140 hours of organizing. In total, 170 hours of organizing was given to this project which represents a donation of \$10,200!" That's amazing!

This article would not be complete without the words that were received from some of the organizers who participated in this event.....

"Working with 20 other organizers was a fun, efficient, and moving experience for me. I especially appreciated the Director of the LAFC's comment to us that this was not just about organizing the office, but about changing the way they do business in that office. I am proud to be part of NAPO-LA, and proud to have been part of the community effort. Encore! Encore!" **Jessica Waters Duquette**, *In Perfect Order*

"Thanks to Dorothy Breininger for doing such a great job in putting this community service event together. And what a pleasure it was working with 20 of my comrades from NAPO-LA. What teamwork and spirit!! And what fun! It couldn't have been better." Jean Furuya, *The Office Jeanie*

"It's so rewarding when you see that you've lifted up a dark cloud on



NAPO-LA volunteers pause for a group photo before turning the LA Free Clinic into a whirlwind of organizing activity.

someone's life by organizing them so they're finally free. Their smile is so rewarding in my work--knowing that I've made a difference in their lives, leading them to a more productive and happier lifestyle. They now have direction with less stress and mess in their lives." **Evelyn Gray**, *Get Organized!*

"Volunteering at the Free Clinic, and working alongside my "NAPO sisters", was a wonderful experience. At the end of the day, once our mission was accomplished, the energy in the room was both amazing and inspiring. Thanks to Dorothy B., (who organized the organizers), we accomplished what we set out to do in ways that even exceeded their expectations!" **Diane Ridley**, *Home In Harmony*

"To hear the Director of Medicine say that this was the first time she had a real sense of the scope of her job truly reinforced for me the value of what we do. The filing system we created with categories and subcategories gave her a visual framework of how all her responsibilities related to each other." **Toni Scharff**, *The Simplicity Project*

"The staff at the LA Free Clinic is not only hard working but they are a wonderful bunch of people who's hearts and souls go into their jobs to make this world a better place for everyone. I am very grateful for the opportunity to work with these people who do so much. Also - Team #4 Rocks!" **Shawna Smith**, *Organized Solutions*

"Personally, I was amazed at how much we were able to accomplish as a team. My reward was to see what a difference we were able to make. The Free Clinic staff was great! From this experience I have a deeper appreciation of what they're about and how committed they are." **Margie Stewart**, *Interior Organizer*

"Working with such a large group of organizers was very exciting and educational. It was an amazing day that inspired me and made me so proud of our Chapter. We made a big difference for some wonderful people in just a few hours. It was great!!!" **Tanya Whitford**, *Organizing Wonders*

LA FREE CLINIC HONOR ROLL

Thank you to the many organizers who donated their time and skill to such a worthy cause.

Janet Aird
Dorothy Breininger
Marilyn Crouch
Jessica Duquette
Jean Furuya
Evelyn Gray
Estelle Kates

Dolores Kaytes
Ruth Kennison
Susan Lasater
Marianna Long
Bobbi Morton
Bonnie Moureau
Lanna Nakone

Diane Ridley
Toni Scharff
Shawna Smith
Margie Stewart
Sally Tilden
Tanya Whitford

Ask the Organizer

By: Glorya Belgrade Schklair, *The Practical Organizer*,

Today's column is going to address issues that represent queries that I have received from new and veteran organizers over this past year. I am looking for "experts" to submit a column answering the following questions :

- How can I get my first book published?
- How do potential clients know to call the LA NAPO Referral Hotline or to find LA Chapter on the web?
- What calendar system has been most successful for your clients, including Covey, Day Runner, Palm Pilot, etc.?
- How do you deal with sentimental clutter?
- How do you help clients reduce the stacks and stacks of magazines?
- What is an efficient way to organize a To-Do list?

LA Chapter members, I await your submissions. Please contact me via e-mail at glorya@schklair.com with the question you wish to answer and the timeline for your article.

Throughout the next year, I will also include responses in the "Ask the Organizer" column, to the question "**REFERRAL FEES: What Is Your Scale?**" Veteran organizers are anxious to share their views on this hot topic. For the 2002-2003 year we will have guest contributors from other chapters, offering their opinion on this vital subject; stay tuned!

A Summer Success

By: Tanya Whitford, Comm. Dir.,
Organizing Wonders

Sunday, August 19th was the prefect day for our NAPO-LA summer picnic. About 15 organizers and their families turned out for this relaxing and enjoyable event. There was a lot of blanket hopping, eating, drinking, dancing, and talking. It was an absolute pleasure to meet family members, catch up with old friends, and make some new ones. We were all treated to a fantastic swing band and Ann Gambrell dancing up a storm on the dance floor!

Many thanks to Marilyn Crouch for putting this whole event together- and bringing the caramel brownies! May this be the beginning of wonderful tradition!

Wear your
GET ORGANIZED
t-shirts during
Get Organized Week,
October 7-13th

If you don't have a shirt,
they will be on sale at the
September meeting and
available by mail by con-
tacting Tanya Whitford, at
orgwonders@usa.net .

Winter Workshop
Saturday, January 26,
2002

"Sales 2002"

Marina Beach Marriott
Marina Del Rey, CA

8:00am- 5:00pm

The focus of Winter Workshop 2002 will be on sales skills and strategies for new and veteran organizer's alike.

More details will be available in upcoming issues of *The LA Organizer*, on the website www.napola.org, and at monthly meetings.

To volunteer for this event, please contact Sandra Ateca at SAteca@earthlink.net

**LOCAL
REFERRAL
HOTLINE REPORT**
July 2001



By: Lisa Sarasohn, Hotline Rep.,
Hire Order

The Stats:

Inquiries for Organizers:	1
Inquires for Misc. Information:	1
Clients Contacted:	2
Message Left Only:	0
Organizers Referred:	0
Cities Referred To:	
None	
Members Referred:	
None	



SEPTEMBER	OCTOBER	NOVEMBER
Self Improvement Month	Clean Your Files Month	World Communication Month
10th Swap Ideas Day	7-13 Get Organized Week	8-14 Pursuit of Happiness Week
13th Positive Thinking Day	8-14 Home Based Business Week	15th America Recycles Day
16-22 Build a Better Image Week	19th Evaluate Your Life Day	23rd Buy Nothing Day
24th 2:45 Board Meeting 6:15 Chapter Meeting	22nd 2:45 Board Meeting 6:15 Chapter Meeting	27th 2:45 Board Meeting 6:15 Chapter Meeting

Welcome New Members



Submitted by: **Marilyn Crouch**, New Member Coordinator, *Avenues to Organization*

<p>Janet Aird 8344 Sheffield Rd. San Gabriel, CA 91775 Tel: (626) 285-2859 E-mail: janaird@aol.com</p> <p>Janet opened her business in May 2001. She has been a freelance writer for 6 years and an English tutor for 13 years. She realized that organizing and editing use the same skills. Her interests in organizing are in garage/estate sales, office-home organizing, personal assistant and residential organizing.</p>	<p>Jan Benadom 1104 "C" North Louise St. Glendale, CA 91207 Tel: (818) 500-1610 E-mail: jan_in_smogcity@hotmail.com</p> <p>For the last 5 years Jan has been working as a corporate relocation coordinator and prior to that has 20 years of sales administration experience. She also enjoys and finds fun event planning. She would like to do event planning, meeting planning and relocations.</p>	<p>Ruth Kennison Simplicity Organizing Services 1007 Montana Ave, #623 Santa Monica, CA 90403 Tel: (310) 393-5960 E-mail: trysimplicity@hotmail.com</p> <p>Ruth worked for 7 years in television for a production manager and associate producer. She also has experience working with travel companies and researching, designing and organizing travel to remote locations in Asia. She is currently organizing in residences, garages, storage rooms, offices and kitchens. Her desire is to learn more about corporate organizing and focus on that goal.</p>
<p>Kathleen Klein 1418 Sutherland St. Los Angeles, CA 90026 Tel: (213) 481-1441 E-mail: kakleinla@earthlink.net</p> <p>Kathleen is an artist who has always enjoyed the creative problem solving of organization. For the last 8 years she has worked in administration for 3 different graphic design firms. She wants to focus on organizing homes, home offices, libraries, garages, storage, closet design, home and family organization systems, collections, memorabilia, and photographs.</p>	<p>Sally Tilden 7234 Marina Pacifica Drive North Long Beach, CA 90803 Tel: (562) 430-1557 E-mail: sbtilden@aol.com</p> <p>Sally spent the last 2 years working as a business consultant for both profit and non-profit organizations. Prior to that she worked for 11 years in operations at Bullocks Dept. stores and 12 years with the Long Beach Symphony. Her organizing interests are in accounting/bookkeeping, bill paying/budget, filing systems, home management, office organizing, relocations, paper flow, records management, and residential organization.</p>	<p>Robin Valdez Expert Organizers 19620 Cantara St. Reseda, CA 91335 Tel: (818) 886-9635 E-mail: expert-organizers@msn.com</p> <p>Robin has been an executive secretary for 19 years and has been extremely organized for as long as she can remember. She is interested in organizing homes, home offices, closet design, filing systems, kitchen organizing, photographs, and memorabilia.</p>

Janetta Whitley
379 N. Sycamore Place
Sierra Madre, CA 91024
Tel: (626) 836-8614
E-mail: Whitleyja379@aol.com

Janetta's background is in retail sales of clothing and furniture. She has experience organizing window displays and sales floors. She is currently trying to get into the field of organizing by taking classes, reading books, and associating with other NAPO members. She

NEW MEMBERS

To see how you can get involved in NAPO-LA, see Tanya Whitford at Chapter meetings.

Tips & Tidbits Corner

-Continued from Page 2

- **Credit Reporting Industry Opt-out**— by calling 888-567-8688, you can have your name permanently removed from all pre-approved credit offer mailing lists by credit grantors using Equifax, Experian, and Trans Union databases. After following the prompts, you will receive a confirmation in the mail that must be returned.
- **Veripost.com**— By registering at this free site, people can reconnect with lost e-mail contacts by simply plugging in the last known address. The person you are searching for must also be a registered user. You can direct the site to automatically give seekers your new address, or notify you of any requests so you can monitor who is receiving the new address. All you need to register is your old address and your new address.

-Submitted by: Tanya Whitford, *Organizing Wonders*

Happy Birthday!

September

Gwen Dawson 9th
 Marcy Melton 23rd
 Donna McMillan 24th
 Debbie Gilster 28th

October

Maxine Ordesky 1st
 Robin Valdez 2nd
 Beverly Clower 4th
 Evelyn M. Gray 4th
 Lisa Sarasohn 9th
 Margie Stewart 16th
 Holly Bohn 17th
 Gayle Chapin 24th
 Karen Simon 26th
 Mary Ann Lessley 28th
 Chris McKenry 28th
 Toni Scharff 31st

The LA Organizer is published monthly except in December. The articles are copyrighted, with all rights reserved.

SUBMISSIONS TO THE NEWSLETTER

GUIDELINES

To submit, e-mail the editor, Susan Pitcher: spitcher@earthlink.net. Please remove font changes. Clean text only documents will be accepted.

DEADLINE- ***September 25, 2001***

This includes all articles, advertisements, photos, and announcements

Member advertisement prices: \$5.00/3 line classified; \$10.00/business card size (2" x 3.5"); \$25.00/quarter page; \$35.00/half page ad; \$50.00/full page ad; \$85.00/full page insert.

Non-member advertisement prices: \$10.00/3 line classified; \$20.00/business card; \$50.00/quarter page ad; \$70.00/half page ad; \$100.00/full page ad; \$150.00/full page insert.

2001-2002 OFFICERS

President dborganize@earthlink.net	Dorothy Breininger (818) 710-8923
VP/Membership InItsPlace123@aol.com	Mary Xanthos (805) 498-6971
Program Director perfectprevails@cs.com	Lanna Nakone (818) 990-0559
Communications Director orgwonders@usa.net	Tanya Whitford (323) 377-1312
Secretary mmlong@earthlink.net	Marianna Long (818) 981-0209
Treasurer getorganized@inperfectorder.com	Jessica Duquette (818) 340-6316

COORDINATORS & COMMITTEE CHAIRS

Associate Member Coordinator	Barb Schmit
Chapter Historian	Sally Hulem
Client Referrals Coordinator	Lisa Sarasohn
Database/ Yellow Pages estellsorg@aol.com	Estelle Kates (805) 373-8682
Ethics Committee	Sheila McCurdy
Fundraising	Chris McKenry
Golden Circle Advisor	Ann Gambrell
Greeting Coordinator	Toni Scharff
Member-At-Large	Carolyn Strauss
New Member Coordinator	Marilyn Crouch
New Member Orientation	Jean Furuya, Ann Gambrell
Prospective Member Coordinator	Robin Davi
Public Relations/Advertising	Heather Chapman
Special Projects Coordinator	Jean Furuya
Website Coordinator	Toni Scharff
Workshop Director	Sandra Ateca

NEWSLETTER STAFF

Editor/Publisher spitcher@earthlink.net	Susan Pitcher (562) 693-3382
Copy Editors	Robin Davi, Sheila McCurdy, Karen Simon
Staff Writers	Jan Benadom, Marilyn Crouch, Jean Furuya, Glorya Schklair, Esther Simon, Margie Stewart, Tanya Whitford
Distributor	Tanya Whitford



NAPO National

NAPO/ASMI Headquarters
 PO Box 140647
 Austin, TX 78714-0647
 (512) 206-0151 (prospective members)
 (512) 454-8626 (current members only)
 (512) 454-3036 Fax
 www.napo.net
 napo@assnmgmt.com

NATIONAL MEMBERSHIP

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

MISSION STATEMENT - NAPO

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

NAPO-Los Angeles

PMB 134, 10573 W. Pico Blvd.
 Los Angeles, CA 90064
 (213) 486-4477 HOTLINE
 www.napola.org

CHAPTER MEMBERSHIP

National Membership required. Includes electronic newsletter.

Individual Annual Dues (Oct. 1st - Sept. 30th).....	\$ 75
Out-of-State Ind. Annual Dues (Oct. 1st - Sept. 30th)	\$ 50
Associate Member Annual Dues (Oct. 1st - Sept. 30th)	\$150
New/Lapsed Member processing fee	\$ 10
Meeting Fee	\$ 7

NON-MEMBERS

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

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. All businesses/individuals committed to the organizing field are welcome to join.



“Less is More” NAPO-SFBA’s 13th Annual Seminar!!

Come to San Francisco for a day of professional enrichment and stay on to enjoy Northern California's bounty of great food and sightseeing. Shop the unique neighborhoods, go antiquing, walk in the redwoods, meander to beautiful Napa and Sonoma and enjoy the rich scents of the grape harvest.

Seminar Keynote Speakers:

Karen Kingston (Feng Shui & Clearing Clutter) & Janet Luhrs (Voluntary Simplicity Author)

A sampling of the workshops for the day:

Michelle Quintana is back! She promises to make a difference in your marketing approach.

Sandy Stelter can make a palm pilot your new best friend and Technophobia therapist, Clyde Lerner will get you more comfortable and competent with your computer. Sheila Gutman further enhances the use of

computers in business with a workshop on Outlook... imagine easy postcards!

Angela Wallace shares techniques in the growing field of elder care. And you can examine your relationship with work, money and career with Karen McCall. Do you need some help setting boundaries with clients? Anacaria Myrrha has that covered. John DeGraff, writer and filmmaker will advise on some cures for Affluenza.

The Details

Find out about all 18 workshops and register now at <http://www.SFBayAreaNAPO.com>

Date: Saturday, October 13, 2001

Time: 8:30am – 5:00 pm

Cost: \$149 before August 15th, \$175 August 15th and beyond (\$25 extra for non-members)

Location & Lodging: Embassy Suites, San Rafael 415-499-9222 for Friday and/or Saturday nights. Ask for our special NAPO rate of \$129/night