

THE LOS ANGELES ORGANIZER



November/December 2005

Volume 13, Issue 1

The Year of Professional Excellence

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Reminder: *The L.A. Organizer* is published bimonthly. Look for "Announcements from the Board" in between issues. Deadline for submissions for the January/February newsletter is January 2, 2006. (Extended deadline because of the holidays!)

CALENDAR

November

November is "Get Organized for the Holidays Month"
20 November/December Newsletter emailed to members
24 Happy Thanksgiving!
28 NAPO-LA Board Meeting - 2:30 pm
28 NAPO-LA Chapter Meeting - 6:15 pm

December

December is "Stress-free Holidays Month"
NO NAPO-LA Meeting in December!
Happy Hanukkah! Merry Christmas! Happy Kwanza!

January

January is "Get Organized Month"
NO NAPO-LA Meeting in January!
2 Deadline for submissions to January/February NAPO Newsletter
8 Golden Circle meeting
20 January/February newsletter emailed to members
30 First Annual Los Angeles Organizing Awards

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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President's Message

Spotlight Shines on January Awards Night

By Chris McKenry
Get It Together LA!
NAPO-LA President



Professional organizers will finally get their chance to walk down the red carpet! [Cast your ballot today](#) for the [First Annual Los Angeles Organizing Awards](#), presented by NAPO-LA and join us at the special celebration on January 30. Both the public and members of NAPO-LA are making their voting choices known on the chapter's website for several categories related to our profession. The voting concludes November 30. Encourage your clients, friends, and family to select their favorite choices.

"Get Organized Month" for Los Angeles NAPO members will culminate on January 30, 2006. The awards dinner and celebration will be held at Maggiano's Bellagio Ballroom at 189 The Grove Drive. Festivities begin with a cocktail reception mixer & silent auction at 6 pm, followed by a four-course dinner at 7 pm. Shortly after dinner is served, the Awards presentation, hosted by a Master of Ceremonies and featuring a multi-media presentation highlighting the NAPO-LA "Get Organized Month" project, will commence.

The evening will celebrate the community's outstanding contributions to the organization and productivity profession, including honors to the media, authors, products, organizing retailers, mentors, charities and technology providers. The top receivers of votes in each category will be notified of their awards prior to the event so they will have ample opportunity to attend and celebrate along with us. In addition, other annual chapter awards will be presented including the prestigious "Leading Edge Award," given in recognition to a NAPO-LA member whose actions and efforts elevate the quality or profile of our profession.

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Submission Guidelines: Published 6 times per year in January, March, May, July, September and November. 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.

Facts About the Celebration:

The Los Angeles Organizing Awards

Monday, January 30, 2006

Maggiano's
189 The Grove Drive
Los Angeles

6 pm Organizer Reception & Silent Auction (cash bar)
7 pm Dinner & Awards Program

Cost: \$75 per person, \$600 table of 8

Because of our "Get Organized Month" project and the Los Angeles Organizing Awards, we will not have a chapter meeting in January. So mark your calendar now and tell your family, clients, and associates about this exciting and fun-filled evening. They should definitely join us. Look for more information in the next month.

See you on November 28. Meanwhile, hope you have a Happy Thanksgiving!

Up-coming NAPO-LA Programs



*By John Trosko, Organizing LA
NAPO-LA Director of
Professional Development*

Program for Monday, November 28

Annual Golden Circle Panel of Professionals

Our November chapter meeting will feature the annual Golden Circle panel of professionals. Join panelists Christine Reiter, Dorothy Breininger and Dolores Kaytes, along with facilitator Debbie Gilster, for a lively panel discussion, "Preparing for a New Year - Ideas for Organizing Ourselves and Our Clients." Following a brief overview statement from each panelist, questions and answers will be discussed.

In addition to the panel discussion, Dorothy Breininger and her staff at the Center for Organization, will present slide-show highlights of our recent "Millionaire Program." Be prepared for some surprises!

To kick off the holiday season, members are asked to bring simple baked goods to the November meeting to compliment the tea and coffee service provided by NAPO-LA.

No December Meeting

There will not be a chapter meeting in December. Enjoy the holidays, but start preparing yourself for our exciting January event:

The 2006 Los Angeles Organizing Awards

Thank You

NAPO- LA wishes to thank the moderators of our **September Idea Exchange**, Sandra Ateca, Karen Fulks, Tamara Zook, Glorya Schklair, Kristine Oller and Christine Reiter, for their assistance in running the program, as well as the volunteers who took topic notes. Special thanks to Tanya Whitford for providing overall support to the event.

Send to ClaireFlannery@napola.org.

Deadline: All articles must be received by the 25th of the month prior to publication.

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 ClaireFlannery@napola.org. All art and payments must be received by the 25th of the month prior to publication. All payments to be arranged with Cindy Kamm. Contact Cindy at CindyKamm@napola.org.

Ad Size: 125x100 pixels

Ad 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

Coupon Price: \$35 Members,
\$45 Non-NAPO Members

Chapter Membership

National NAPO membership required.
Price includes electronic newsletter.

Annual Dues (Oct. to Sept.)

\$85 - Basic Member w/ website referral listing

\$135 - Basic Member w/ website referral listing and paid meeting fees (Available only with annual renewal in September.)

\$50 - Out-of-State Individual

\$250 - Associate Member/Local

\$150 - Associate Member/Branch

\$10 - New/Lapsed Member Processing

\$10 - Meeting Fee

Non-Members

\$25 - Newsletter Subscription (Annually)

\$25 - 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

September Board Meeting

1. Annual 2005-06 Budget approved.
2. Coffee and tea expense approved for November meeting; members to bring desserts.
3. October Expo planning almost complete.
4. October Board meeting early because of Expo.
5. Dolores Kaytes heading up task force for Katrina relief.

October Board Meeting

1. Renewals almost complete.
2. January L.A. Organizing Awards: award categories approved; venue chosen.
3. Website upgrade options under discussion.

~By Dee Saar, Space Diviner



Due to the efforts of many, **October's Professional Resources and Networking Expo** was a resounding success. Thanks to Rosalind Lakomy and Sara Getzkin (raffle ticket sellers), the entire NAPO-LA Board, volunteers behind the NAPO information tables, and, of course, our 16 vendors. Excellent job everyone!

Golden Circle Spearheads Katrina Relief

NAPO-LA Helps Katrina Relief



By Dolores Kaytes
Highly Organized

As I watched Katrina unfold on television, I felt frustrated and useless. Knowing how upside down our lives became after the Northridge earthquake, I vowed to do more than just make a monetary donation that may or may not get to the people who needed it most.

Then I saw an announcement in The Beach Reporter, the local South Bay weekly, for a donation drive. A small group of people in the South Bay had started a project called "We Care Coast to Coast" and were sending a truckload of donations to Pascagoula, Mississippi. Why Pascagoula? Because they are people to whom we can relate and because they fell off the radar screen while everyone was focusing on New Orleans, Biloxi and Gulf Port.

Our NAPO-LA President, Chris McKenry, called on Golden Circle to spearhead a relief effort on behalf of our chapter. We chose this one. This is a project that will allow us all to make a difference in a meaningful way. Lines of communication have been established so that we get to know first hand what is needed most.

This is a grass roots effort manned solely by volunteers and our help as a group is badly needed. Even though this is spearheaded by Golden Circle, the opportunity is open to everyone in the chapter who really wants to make a difference.

Anyone who can take the time to spend a few hours a month with this on-going project, give Dolores a call (310) 798-8011 or email her at dkaytes@highly-organized.com.

NOTE: A big thank you to both Susan Johnston and Susan Honnold who worked at the second donation drive in Manhattan Beach.

NAPO-LA Yahoo! Group



Don't Forget to Yahoo!

By Jodi McDaniel, Organizing & More
NAPO-LA Director of Communications and Technology

If you haven't done it yet, you are encouraged to join the NAPO-LA Yahoo! group. It's a great way to network and to discover new resources, as well as to get answers to your organizing

MEMBERSHIP REPORT

September:

36 Members
14 Visitors
70 Total Attendees
Total Membership: 114

October:

51 Members
18 Visitors
69 Total Attendees
Total Membership: 83

NEW MEMBERS

October

Neshia Brathwaite, Torrance
Associate Member, *The Sendia Company*

Gina Hagopian, Los Angeles
Emergency Organizing

Laura Johnson, Oak Park
Let Me Rearrange You

Denice Sealy, Los Angeles
Goddess Organizing

Joanna Sletten, Los Angeles

Rhoda Webster, Toluca Lake
The Organizing Company

Participate in NAPO-LA

The Assistant's 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 and phone number. The list is only for members of NAPO-LA and does not guarantee work. The Assistants List is found here in the Newsletter and also in the "Members Only" section of the website on the membership directory page. To add your name to the list, send an email to Assistant@NAPOLA.org.

NOVEMBER ASSISTANT'S LIST

Susan Eleftherakis
(323) 856-4940

Joanna Sletten
(310) 975-9095

Laura Johnson
(818) 707-1225

Denice Sealy
(323) 646-9752

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 information, along with a 50-word description to Calendar@NAPOLA.org, and your event will be listed.

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

dilemmas. If you didn't renew your NAPO-LA membership by October 1, however, your name may have been removed as an active member of the chapter and you will have to rejoin. (If you haven't been receiving posts in the past few weeks, this is probably why!) Remember to put your first and last name in the comment field of the sign-up form or moderator Tanya Whitford won't know who you are and won't be able to verify your membership status. Tanya needs to do this in order to accept you into the group.

The link to join can be found on the [Member Portal](#) page of the website.

Thanks so much to Tanya Whitford for volunteering to be the moderator of this new and valuable way for us to connect.

"GO Month" January Event

**Sign Up
Now for
"GO Month"
Event**



by Laurie Clarke

*Life Simplified
NAPO-LA Director of Marketing*

Would you like an opportunity to connect with other organizers? If so, a great opportunity awaits by joining us in January for our annual "Get Organized" project.

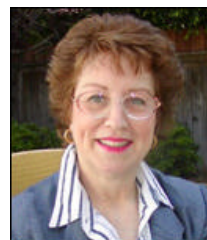
This will be the fifth year that NAPO-LA will pick a local charity and spend one day organizing, streamlining and bringing order to corporate offices. In 2004, about 40 NAPO-LA organizers teamed up at Project Angel Food. In other years, we organized the offices of Habitat for Humanity, Break the Cycle, and the Los Angeles Free Clinic.

Organizers who have volunteered for our "Get Organized" project in the past enjoyed the camaraderie of working with their peers, felt good about having the opportunity to contribute to a charity and gained experience by working alongside their fellow organizers. Not to mention the fun they had while doing it!

If you would like to be added to the volunteer list, email Laurie Clarke at laurieclarke@napola.org. As this event comes together you will be contacted with all necessary details.

To read about past "Get Organized" events see the October 2004 and November 2003 issues of the L.A. Organizer Newsletter now available on the NAPO-LA website under "Publications and Forms."

Silent Auction Volunteer for November



**Organizer,
Author, Speaker,
Coach**

**Sheila McCurdy
clutter STOP®**

Sheila McCurdy started *clutter STOP®*, an organizing business, in March 1993. She specializes in organizing homes, home offices and small businesses. From her own personal issues with ADD and dyslexia, Sheila has expertise in helping those with ADD, dyslexia, learning disabilities and hoarding issues. Within that scope she also helps her clients with budgeting, scheduling their days, setting goals and coaching. She has a B.S. in management, with a minor in social psychology, 20 years experience in corporate America, and special training in physical environment management.

A member of NAPO since 1995, Sheila has given talks on ADD at NAPO-LA, as well as at NAPO-LA's Winter Workshops and NAPO's National Conference. She's a mentor to new organizers, a

Quick Links...

- [NAPO-LA Website](#)
- [NAPO Website](#)

Visit Our Sponsors



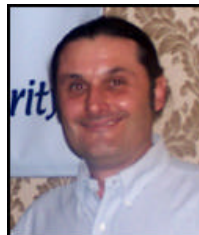
Golden Circle member, and a volunteer. Sheila joined the NSGCD, the National Study Group on Chronic Disorganization in 2003. She is also a member of NAWBO, the National Association of Women Business Owners, having served as President of the Inland Empire Chapter in 2003.

Sheila gives seminars, workshops and classes both nationally and internationally. She writes articles for several magazines, has published an E-book, (The Permanent Solution), and a book, (The Floor is not an Option!). She is often interviewed on the radio and in print for her views on organizing those with ADD. She is currently working on another book.

NOTE: 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 circulated. The highest bidder wins a one-hour in-person or telephone consultation, during which time he or she can ask anything regarding the professional organizing business.

September Volunteer of the Month

Steven Bennett Welcomes You



*By Dee Saar, Space Diviner
NAPO-LA Secretary*

The NAPO-LA chapter recognized Steven Bennett as the September volunteer of the month for his work greeting people as they arrive for the monthly meetings, as well as for his help at the 2005 L.A. conference check-in tables. It's always an extra benefit when volunteers enjoy what they are doing and you can tell Steven likes to make people feel welcome. He declares that volunteering for a cause or a group makes one feel a part of the larger whole.

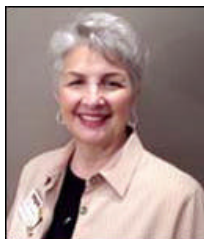
Because Steven wanted to stand out from all the other Steves in his teenage world, he decided to change the spelling of his name. However, this is not the only thing that sets Steven apart. He is a unique individual, respectful and compassionate. He refuses to refer to a client's belongings as "stuff," "things," or "junk." Steven is enthusiastic about aiding in the protection of the environment through the profession of organizing.

Probably the only professional organizer who can give landscaping advice to his clients, Steven began his organizing career while in the landscaping business. After numerous jobs with clients asking him how he could improve their garages, storage areas, decks and the like, he discovered that this work was categorized as organizing!

Steven's philosophy includes three concepts: 1) what goes around comes around (2) treating people well will result in leaving this life without regrets and (3) respect the past, look forward to the future, yet live in the present.

To volunteer, please contact Mishele Vieira at (818) 907- 9714 or MisheleVieira@napola.org.

Golden Circle Update



Golden Circle Plans for 2006

*By Ann Gambrell
Creative Time-Plus
Golden Circle Liaison*

The Los Angeles area Golden Circle met recently at the home of Toni Scharff. The luncheon, attended by 15 members, was co-hosted by Beverly Clower. Several topics were discussed including L.A. Golden Circle future events, national NAPO conference, Golden Circle activities, and the benefits of belonging to Golden Circle.

Golden Circle meets quarterly. Members recently voted to include two Sunday and two Saturday meetings in 2006.

Ideas for 2006 meetings include a picnic meeting, a progressive meeting, a luncheon meeting and a weekend retreat. Golden Circle requires members to have been in the organizing business for a minimum of five years and a NAPO member for at least one. Golden Circle meets to share ideas and information, as well as to network and to support each other's businesses. Meetings also allow members to get to know each other better and to create a referral base, as well as to create business alliances.

The next meeting on January 8, will be in partnership with the San Diego Golden Circle. If you qualify for Golden Circle status, contact Ann Gambrell at gambrellann@aol.com or (310) 212-0917.

Golden Circle status is open to NAPO members who have been in business a minimum of five years and a NAPO member for one year.

NAPO-National Founders' Award

Nominations Now Accepted for 2006 Founders' Award

In 2005, NAPO celebrated its 20th year as the premier association for the professional organizing industry. We could not have come this far as an industry if not for the growth and educational opportunities that NAPO has afforded us over the years. Each year at conference, NAPO membership chooses a recipient to receive the prestigious Founders' Award. The award is given in the spirit of the Founders of NAPO to a member, or members acting in concert, who have helped move the organizing profession forward.

Eligibility Criteria

1. Nominees must have been a regular member or a group of regular members for a minimum of two years at time of nomination.
2. Nominees must have made outstanding contributions to the organizing profession.
3. Nominees must be nominated by three or more NAPO members. Members cannot nominate themselves.

Examples of contributions could include: generating further opportunities for organizers by identifying a new aspect to our industry (i.e., chronic disorganization); paving the way for a new income stream or opportunity for organizers; creating a college curriculum for organizing; promoting the profession either in the media or by writing books, columns or articles on getting organized.

Time is running out to submit your nomination for the 2006 Founders' Award! The nomination form is posted on the NAPO National website. The deadline to send in a nomination is December 31.

Consider nominating someone you know and respect for this impressive award. Take a moment and do it now!

napola.org



New and Improved Newsletter Archives

*by Jodi McDaniel, Organizing & More
NAPO-LA Director of Communications
and Technology*

Do you find yourself sometimes wanting to review the information in a previous edition of the Los Angeles Organizer? Do you need the link to that website or the name of that book again? Are you feeling sentimental and want to reminisce about all the fun you've had at past NAPO-LA events? Did your copy of a newsletter get caught in your ISP's spam filter? Are you a new member who wants to know more about other members? Have

you won an award and want to relive the glow of appreciation from your peers? Or maybe you want to know how you can get more involved?

Thanks to webmaster Gayle Westrate, the archives of our chapter's newsletter are now available at www.napola.org. To view the archives, click on "Publications and Forms."

The new and improved newsletter archives are just one of the ways that your NAPO-LA web team is working to make napola.org more valuable to its members. Watch for even bigger and better changes coming to napola.org very soon!

Organized Karma

The Gift of Sight



By Sara Getzkin
Hands On! Organizing Services

Almost every one of us will need eyeglasses at some point in our lifetime. I got my first pair in high school when I couldn't see the chalkboard. My parents constantly reminded me that my eyeglasses were expensive and didn't grow on trees. I had no idea how lucky I was.

According to the World Health Organization, approximately 25 percent of the world's population needs eyeglasses. Over 1 billion people in developing countries need eyeglasses but cannot afford them. The price of eyeglasses in most African countries is more than three months' salary.

Why do most of our clients tend to hold on to their old eyeglasses? One reason is that eyeglasses are expensive and, therefore, difficult to part with. In the U.S., the current stockpile of unneeded glasses is estimated to be more than 50 million pair. My residential clients average 3 to 5 pairs of outdated, unused eyeglasses. While the laws in the U.S. prohibit prescription eyewear from being distributed for second-hand use here, our clients can give the Gift of Sight and make an enormous difference in the life of an underprivileged person in a developing nation.

Recycling is easy. Used eyeglasses can be dropped off at any of these retail locations: Lens Crafters, Pearle Vision, Sears Optical, Target Optical and Sunglass Hut. All glasses, as well as non-prescription sunglasses, can also be mailed (see websites for addresses). The Lions Club International offers these tips:

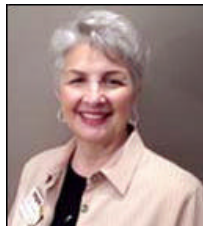
- Greatest demand is for unusually strong prescriptions
- Children's eyeglasses are especially needed
- Sunglasses are needed in countries close to the equator, where UV protection is needed to protect eyes from damaging sun rays
- Broken lenses should be removed from frames
- Pack glasses in a box using lots of padding
- Do not send cases or loose lenses

For more information, check out the following websites:

- www.lions.org
- www.uniteforsight.org/donate_eyeglasses.php
- www.givethegiftofsight.org/donatenow

NOTE: Organized Karma is the second in an occasional series focusing on donation and recycling resources.

NAPO-LA MET Program



MET Committee on the Move

By Ann Gambrell
Creative Time-Plus

The **Mentoring, Education and Training** (MET) committee is moving forward to assist new and veteran organizers in becoming better professional organizers and business owners. Committee members are Marilyn Crouch, Jean Furuya & Ann Gambrell.

EDUCATION The Q & A Night event is an opportunity for organizers to seek answers to their questions on becoming an organizer, establishing their organizing businesses and/or moving their existing businesses forward. Two veteran organizers facilitate each session. One is proficient in home organizing; the other in business/office organizing.

Due to many requests, the Q & A Night event has changed from an in-person experience to a teleconference format. Two new experience levels have been developed. For 2006, the monthly teleconference format will reflect the following experience levels:

- **NEW LEVEL** is appropriate for new organizers and those investigating the organizing profession. Both NAPO members and non-members are welcome. Dates for the **New Level** will be in February, May, July and September.
- **ADVANCED LEVEL** is for organizers who have been in the organizing business for six months or longer. Again, both NAPO members and non-members are welcome. Dates for the **Advanced Level** will be April, June, August and October.

The committee welcomes experienced organizers interested in facilitating future sessions. Contact a committee member for additional information.

**To register for a Q & A Night visit the NAPO LA website at napola.org.*

MENTORING The MET Classifieds were established to provide veteran members the opportunity to advertise their coaching and mentoring programs. View them at napola.org. Printed copies are available at NAPO-LA events. Those interested in advertising in the classifieds who have been a NAPO member for at least three years can get further information by clicking on "Advertise with Us." The MET Classifieds are an excellent opportunity for advertisers to share their knowledge and for others to investigate ways to move their business forward. The new Classifieds will be available January 2006. For more information, email Jean Furuya at jean@theofficejeanie.com.

TRAINING The MET committee is eager to establish a training program in 2006 and wants to hear from potential trainers and trainees. If you are interested, you can email the committee members at education@napola.org. Providing training in a variety of areas will help our members to teach, share, experience and learn, thus bringing the profession of organizing to a greater level. This is for you!

CD-Clients Support Group

CD Support Group to meet in February

If you are working consistently and on an on-going basis with chronically disorganized clients, you are invited to participate in an informal support group.

Our next meeting will be in February. Look for details in the next newsletter.

For further information, send an email to Jean Furuya at jean@theofficejeanie.com or call her at (310) 316-1753.

"NAPO-LA in the Schools" Project

Kids Get Organized

By Deborah Kawashima, Creative Organizer

Want to get more exposure for your services? Volunteer for your community? Help bring awareness to NAPO-LA?

Simple. Just volunteer to join the "NAPO-LA in the Schools" project.

Presentations have already been made at Carpenter Avenue Elementary in Studio City and at St. Monica's Elementary School in Santa Monica. On December 2, a presentation will be made to Grade 5 at the Calvert Street School in Encino. More schools will be added in the future.

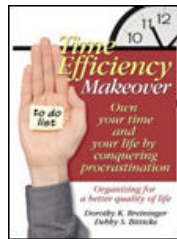
New Presentation! In addition to *Why be Organized*, which shows kids the benefits of being organized, another presentation is being added: *Homework Management* not only teaches kids the concept of time but also how to be in control of it. Both presentations will be available for January bookings.

Have a School for us? We are always looking for elementary schools where we can give these presentations. If you have a school contact for us, please let us know so we can schedule a classroom presentation.

Come join us! It's a rewarding experience that changes kids' way of thinking about their time and stuff! You can choose to observe only or you can team up with another organizer trained to do the presentations. Then the next time, you take the lead!

This is an interactive outreach program bringing professional organizers into Southern California elementary schools. To participate in a school presentation, send an email to Deborah at deborahkawashima@aol.com or call her at (323) 656-9665.

Book Review



Time Efficiency Makeover: Own Your Time and Your Life by Conquering Procrastination

by Dorothy Breininger and
Debby Bitticks, Coauthors

Reviewed by Susan Eleftherakis
Spatial Clarity



This is a gem of a workbook that's designed to help the reader determine if the problems they are having completing tasks and reaching goals is procrastination or some other life issue. Each section asks questions and has space to write the answers.

The first three sections address the what, why, and how of procrastination. The fourth is divided into areas of life where procrastination occurs, such as personal finance and medical issues, and asks questions to pinpoint the problem. Section five breaks down everyday tasks into a series of steps and illustrates a system that can be applied to any project. The last section includes forms and lists to help with the process.

It's fitting that I was asked to review this book. The date I had scheduled to read and review the book came and went. After procrastinating for another week, I sat down and worked through the first three sections of the book, then used the "Office" subsection of "Am I a Procrastinator?" to address procrastination issues with my work. Not only did I gain a new perspective but I also learned some effective tools:

1. If a project feels daunting, some research or education may need to be done before beginning.
2. Almost anything can be broken down into small steps, which removes the emotional component that may be attached to the larger task.

As I go through the uncertainty of growing a new business, getting help with procrastination came at a truly opportune moment!

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