

ORGANIZING SESSIONS:

- The organizing services provided will focus on improving both the client's physical environment and long-term organizing abilities.
- Changes in organizing habits occur over time, and the client understands that the creation of lasting results will require multiple organizing sessions.
- Failure on the client's part to implement and maintain those systems recommended by the organizer shall in no way be construed as a failure to provide adequate services or a breach of contract on the organizer's part.
- The organizer will serve as a consultant, and is in no way responsible for the consequences of decisions made by the client.

CLIENT RESPONSIBILITIES:

- To make whatever prior arrangements are necessary (childcare, rescheduling other responsibilities, etc.) to reduce interruptions during organizing sessions.
- To arrange for the purchase of any necessary supplies (or arrange for the organizer to purchase them) prior to the scheduled organizing session.
- To be on time for each scheduled appointment and prepared to work for the full session.
- To make a concerted effort to implement and maintain the suggested changes (as agreed upon by both the client and the organizer) in environment, schedule, or procedure, as are necessary to the organizing process.
- The client accepts full responsibility for all decisions made during or outside the organizing session.

ORGANIZER RESPONSIBILITIES:

- To develop a plan of action for dealing with the client's organizational concerns.
- To suggest specific organizing techniques and supplies, and to help locate auxiliary services which may improve the client's organizing abilities.
- To provide the client with guidance and motivation throughout the organizing process.
- To offer the client whatever follow-up support (additional organizing sessions, phone coaching, etc.) are necessary to help maintain the changes made.
- To take any "discards" from the client's house and donate them at an appropriate charity, providing the client with a tax receipt for any applicable deduction.