



# JOURNAL

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## *Become an Assistant Organizer*

How to Get Hired and See if the Organizing Industry is Right for You

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# Module 1



## *The Professional Organizing Industry*

### Key Ideas

1. Good organizers are personally organized, great with people, and physically fit.
2. A good organizer feels comfortable working with people of all ages and backgrounds and as you gain experience you will learn which demographics you enjoy the most.
3. Professional organizing covers a wide range of services.
4. Having your own organizing business takes a unique skill set and commitment but can be very rewarding.
5. Working for a Pro Organizer can be a great way to make extra money if you don't require a steady income and you have a flexible schedule.

# Action Steps

1. Complete the Mindset Check for Module 1. And remember there is a Mindset Check at the end of Module's 1, 2 and 3. Be sure to take the time to do these since we'll refer back to them in Module 4.

## Mindset Check - Module 1

List three or four things that stood out to you in Module 1

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Looking at each one do they feel generally positive or negative?

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# Action Steps

3. Consider these different organizing services and write down which ones appeal to you the most and why.

- General Decluttering
- General Organizing
- Real Estate Staging
- Holiday Décor Set Up and Take Down
- Packing/Unpacking and Moving
- Seniors/Downsizing
- Small Businesses
- Special Needs
- ADHD
- Hoarding
- Digital Media and Computer Files
- Photographs and Memorabilia
- Space Clearing
- Feng Shui

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# Action Steps

2. Watch at least two episodes of these popular organizing TV shows. Notice the differences in approach, general vibe, and variety of projects.

- *Hot Mess House* with Cassandra Aarsen, Seasons 1 & 2 (HGTV)

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- *Tidying Up with Marie Kondo*, Seasons 1 & 2 (Netflix)

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- *Get Organized with The Home Edit* (Netflix)

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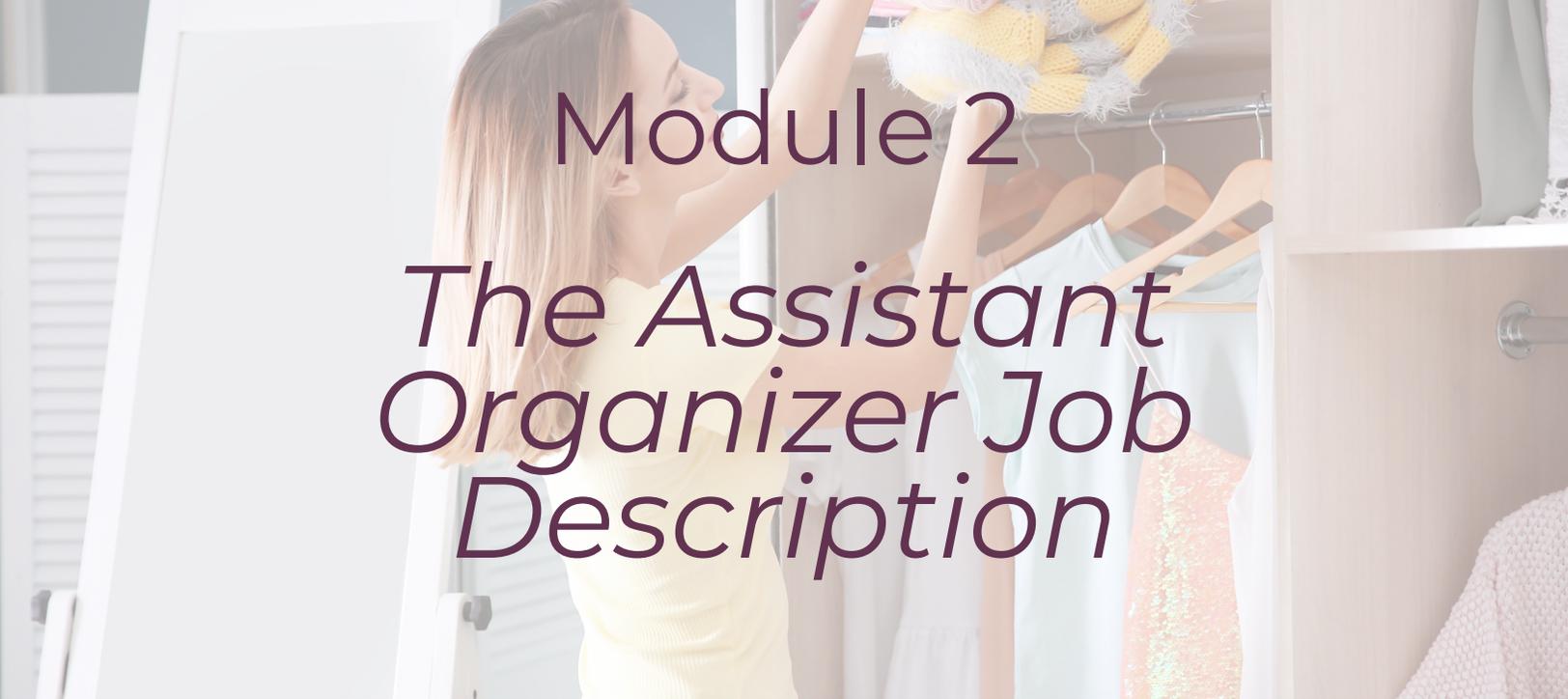
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*Great job!*



SEE YOU IN MODULE 2



# Module 2

## *The Assistant Organizer Job Description*

### Key Ideas

1. Take some time to evaluate your people skills. Do you enjoy talking and spending time with people? Are you a good listener?
2. Visit The Container Store, Bed, Bath, and Beyond, Target, Walmart, Lowes, Home Depot and Costco to see the variety of organizing products and shelving options.
3. Start organizing! Find an area in your own home to improve. Come up with two different ways to organize the space using different layouts and organizing products.
4. Take Before and After pictures of your project.
5. Complete your Mindset Check for Module 2

# Action Steps

1. Complete the Mindset Check for Module 2. And remember there is a Mindset Check at the end of Module's 1, 2 and 3. Be sure to take the time to do these since we'll refer back to them in Module 4.

## Mindset Check - Module 2

List three or four things that stood out to you in Module 2.

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Looking at each one do they feel generally positive or negative?

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# Action Steps

2. Visit The Container Store, Bed, Bath, and Beyond, Target, Walmart, Lowes, Home Depot and Costco to see the variety of organizing products and shelving options.

- Which retailer had the best selection of organizing products?

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- Which retailer had the best options for multiple quantities of product in-store?

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- Which retailer had the best selection of shelving that could be used in a typical home application and would be easy to install or assemble?

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# Action Steps

3. Find an area in your own home to improve. Come up with two different ways to organize the space using different layouts and organizing products.

What areas come easiest for you to organize?

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How detailed do you like to get?

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What do you prefer visually? Hidden or visual organization?

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4. Take you before and after pics!!

*Good insights!*



SEE YOU IN MODULE 3

A photograph showing two women in a room filled with storage bins and a desk. One woman, wearing a plaid shirt, is pointing at a clear plastic bin on a desk. The other woman, wearing a light blue shirt, is looking at the bin. The room is organized with various colored bins (yellow, blue, pink) and a desk with a chair.

# Module 3

## *Getting Hired*

## Key Ideas

1. Building your organizing knowledge and skill is the first step in working for a Pro Organizer.
2. Start letting everyone in your friend circle know you want to organize and are excited about working for a Pro Organizer.
3. Accept jobs even if they are without pay. You need as much experience as you can gather. However, do charge if the situation allows it. You are providing a valuable service and your talent and time are worth compensation.
4. Have a good understanding of the market you want to work in and who you'd like to work for.

A photograph showing two women in a storage room. One woman, wearing a plaid shirt, is pointing at a clear plastic bin on a shelf. The other woman, wearing a light blue button-down shirt, is looking at the bin. The room is filled with various colored storage bins (yellow, blue, pink) and a white shelving unit.

# Module 3

## *Getting Hired*

## Key Ideas

5. Make a good first impression by submitting a professional introductory email and resume.
6. Follow the application process as the Pro has laid out.
7. When you are hired, make sure there is clear communication between you and the Pro regarding your hiring, status, and wage. And that you completely understand everything in a contract you are asked to sign.

# Action Steps

1. Complete the Mindset Check for Module 3. Be sure to take the time to do this since we'll refer back to it in Module 4.

## Mindset Check - Module 3

List three or four things that stood out to you in Module 2.

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Looking at each one do they feel generally positive or negative?

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# Action Steps

5. Check out the websites of the Pros on your list. Narrow your list down to five that you would like to contact.

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6. Create or update your resume.

7. Create your introductory contact email.

8. Contact the Pros on your list or apply through their online process.

9. If you don't hear back from a Pro after a week, send a follow-up email.

*Moving forward!*



SEE YOU IN MODULE 4



# Module 4

## *Mindset: Your Key to Success*

### Key Ideas

1. Your mindset is the basis for every decision you make and action you take in any given moment.
2. Your thoughts and beliefs are a predictor of your future.
3. A belief is just a thought that has momentum.
4. Your energy creates, not your words.
5. Your emotions are the indicators of your thoughts.
6. Thoughts and beliefs are changeable.
7. Your beliefs are influenced by your parents and society.
8. The ability to change your thought focus is a learned skill that takes practice.
9. The first step in learning to redirect your thoughts is awareness.
10. Self-love is a hallmark of a positive mindset.
11. Your mindset will affect your success in the organizing industry.

# Action Steps

## 1. Take the Mindset Quiz

Your answers will give you an indication of where your thoughts are about yourself and organizing in general.

# Mindset Quiz

1=Strongly Disagree    3=Neutral    5=Strongly Agree

Making money is easy.	1	2	3	4	5
Organizing brings me a lot of satisfaction.	1	2	3	4	5
I make good decisions.	1	2	3	4	5
I deserve to make money.	1	2	3	4	5
I deserve to make a lot of money.	1	2	3	4	5
Life is supposed to be good.	1	2	3	4	5
I love and appreciate myself.	1	2	3	4	5
There is enough work for everyone.	1	2	3	4	5
I am capable of achieving my goals.	1	2	3	4	5
People treat me well.	1	2	3	4	5
I love working with people.	1	2	3	4	5
I would be a valuable contributor to a Pro team.	1	2	3	4	5

Your lower scores may indicate where you have some beliefs that are getting in your way.



# Action Steps

4. Go back to the Mindset Check for Modules 1, 2 & 3 and select your most positive and most negative feeling response from each module.
5. In your journal make two columns: Positive and Negative and write your three most positive and three most negative thoughts or beliefs.

Positive

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Negative

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

How do these compare to your Mindset Quiz results?

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# Action Steps

6. By now you should have gained enough insight about yourself and the organizing industry to know if it's right for you. And, if so, whether you would like to work for a Pro or start your own business.

Take a moment to record your thoughts and list your goals for the near future.

**Three months** from now I want to be or have accomplished:

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**Six months** from now I want to be or have accomplished:

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**One year** from now I want to be or have accomplished:

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# *Congratulations!*

*You made it to the end of the course!*



Starting my own organizing business was definitely a leap of faith, but it was a great decision.

Organizing has provided me with a good living doing something I'm good at and that I truly love. Not only do I make a difference in the lives of my clients, but I am able to offer others a source of income.

I hope this course has given you clarity about the direction you want to go and confidence to move forward.

If you only take away one thing from this course let it be this: You can change your life.

**BLESSINGS TO YOU AND HAPPY ORGANIZING!**