

A HIRING GUIDE:

How to work with a
Professional Organizer
or Productivity
Consultant



Things to Consider Before You Contact

It's a good idea to ask yourself the following questions before you engage a professional. They will help to focus your search and guide your initial conversation.

What are your goals for hiring a professional?

What is your budget?

Do you have a specific project in mind?

Do you have a timeframe in which it needs to be done?

Find Specialized Professionals in Your Area

The NAPO Professional Directory lets you search by type of service, distance from your location, or both. You'll receive a list of professionals in your area, along with information about their businesses, including links to their websites and contact information. Search the Professional Directory.

Consider & Compare

Formal training, education, and experience can vary widely amongst organizing professionals. You should consider the individual's experience in your particular problem area or project, how many years they've been in business, any certifications or advanced training they may have, and how they work with clients (approach, timeframe, availability). Avoid choosing strictly by price. Instead, focus on finding someone with the personality and skill set that matches your needs. It's a good idea to have an initial interview to get to know them and consider getting referrals to help you make your decision. If you are speaking with multiple professionals, it's a good idea to take notes so you can refer back to them. Use the questions below as your guide.

15 Questions to Ask

1. What are your areas of expertise?
2. Have you completed any specialized training or certification?
3. What services do you provide?
4. How long have you been in the business?
5. What are your fees? What is included and what is not included?
6. Should I anticipate additional charge for materials or supplies that might be needed?
7. Can you describe your process?
8. What does a typical session look like?
9. How do you handle the privacy and confidentiality of your clients?
10. How do you deal with the things I don't need (donate, recycle, dispose)? Will there be an additional charge for these services?
11. What is your cancellation policy?
12. What are your schedule and availability?
13. How long does a project of this nature usually take?
14. Do you work alone or with a team?
15. Can you provide me with a few local references?