Needs Assessment Mastery

A Professional Organiser's Edge Class

Gather Information

- Observe
- Question
- Listen
- Tour

Clarify

- Your assumptions
- Their assumptions
- Their needs
- Their wishes
- Motivation

Discover

- Timeline
- Budget
- Causes of clutter or disorganisation
- What's working
- What's not working

Ask Yourself

- Does the client feel heard?
- Have I fostered confidence?
- Have I estimated how long?
- Have I found a quick win?

Present Plan

- Present broad plan
- Share your prescription
- Explain timeline
- Sell your services
- Demonstrate a Quick Win