



# **Professional Organiser Training**

## **Module 8 – Where to from Here?**

## Hangin' out your Shingle

What steps need do you need to take before opening for business?

- Tax structure
- Insurance
- Business name
- Business registration
- Domain
- Logo
- Business Cards
- Trademarking
- Set up office
- Business plan
- Marketing plan
- Set prices
- Set terms and conditions
- Legals
- Equipment
- Market research
- Website and associated tasks
- Join The Professional Organiser's Edge
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## Next Actions

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## Recommended Reading

About Time	Robyn Pearce
Buried in Treasures	Tolin, Frost & Stekete
Clear Your Clutter With Feng Shui	Karen Kingston
Compulsive Hoarding and Acquiring	Randy Frost
Commonsense Time Management	Roy Alexander
Conquering Chronic Disorganization	Judith Kolberg
Digging Out	Michael A. Tompkins, Tamara L. Hartl
Does This Clutter Make My Butt Look Fat?	Peter Walsh
Don't Toss My Memories in the Trash	Vickie Dellaquila
Eat That Frog	Brian Tracy
Eliminate Chaos	Laura Leist
Enough Already	Peter Walsh
Flying Solo	Robert Gerrish, Sam Leader
Get Organised!	Carol Posener
Getting a Grip on the Paper War	Robyn Pearce
Getting a Grip on Time	Robyn Pearce
How To Get Things Done	David Allen
It's All Too Much	Peter Walsh
KISS Guide to Organizing Your Life	Donald Wetmore
Let Go of Clutter	Harriet Schechter
Lighten Up! Free Yourself from Clutter	Michelle Passoff
Make Time	Pamela Allardice
Manage Your Time Your Work Yourself	M E & D N Douglass
Managing Time	Harvard Business School Press
Multiple Streams of Coaching Income	Andrea J. Lee
No More Clutter	Sue Kay
Organise Yourself	R Eisenberg with K Kelly
Organised Enough	Amanda Sullivan
Organizing for a Living	Jackie Tiani
Organizing for Success	Kenneth Zeigler
Organizing for Your Brain Type	Lanna Nakone, M.A.
Organizing from the Inside Out	Julie Morgenstern
Organizing Your Family's Schedule in No Time	Valentina Sgro

Overcoming Compulsive Hoarding	Neziroglu, Bubrick & Yaryura-Tobias
Paper Flow	MaryAnne Bennie, Brigitte Hinneberg
Sink Reflections	Marla Cilley – The FlyLady
Smart Organizing	Sandra Felton
Stuff. Compulsive Hoarding and the Meaning of Things	Randy O. Frost & Gail Steketee
Taming the Paper Tiger	Barbara Hemphill
The 7 Habits of Highly Effective People	Stephen Covey
The A to Z of Time Management	Lynne Wenig
The Checklist Manifesto	Atul Gawande
The Clutter Diet	Lorie Marrero
The E Myth Revisited	Michael Gerber
The Home Organizing Workbook	Meryl Starr
The ICD Guide to Challenging Disorganization	Institute for Challenging Disorganization
The Life-Changing Magic of Tidying	Marie Kondo
The One-Minute Organizer	Donna Smallin
The Time Trap	Alec Mackenzie
The Ultimate Book of Organizing Hints & Tips	Cassandra Kent
Time Management for Manic Mums	Allison Mitchell
Time Management from the Inside Out	Julie Morgenstern
What Every Professional Organizer Needs to Know About Hoarding	Judith Kolberg

## Recommended Websites

Association of Professional Declutterers and Organisers UK (apdo-uk)	<a href="http://www.apdo-uk.co.uk">www.apdo-uk.co.uk</a>
National Association of Professional Organizers (NAPO)	<a href="http://www.napo.net">www.napo.net</a>
Institute for Challenging Disorganization (ICD)	<a href="http://www.challengingdisorganization.org">www.challengingdisorganization.org</a>
Professional Organizers of Canada (POC)	<a href="http://www.organizersincanada.com">www.organizersincanada.com</a>
Netherlands Bureau of Professional Organisers	<a href="http://www.nbpo.nl">www.nbpo.nl</a>
Archival Survival	<a href="http://www.archivalsurvival.com.au">www.archivalsurvival.com.au</a>
Aust Securities & Investments Commission	<a href="http://www.asic.gov.au">www.asic.gov.au</a>
Australian Taxation Office	<a href="http://www.ato.gov.au">www.ato.gov.au</a>
Business in Victoria	<a href="http://www.business.vic.gov.au">www.business.vic.gov.au</a>
Children of Hoarders	<a href="http://www.childrenofhoarders.com">www.childrenofhoarders.com</a>
Consumer Affairs	<a href="http://www.consumer.vic.gov.au">www.consumer.vic.gov.au</a>
Copyscape	<a href="http://www.copyscape.com">www.copyscape.com</a>
Creating Order from Chaos	<a href="http://www.creatingorder.com.au">www.creatingorder.com.au</a>
Dropbox	<a href="http://www.dropbox.com">www.dropbox.com</a>
Fitted for Work	<a href="http://www.fittedforwork.org">www.fittedforwork.org</a>
Flying Solo	<a href="http://www.flyingsolo.com.au">www.flyingsolo.com.au</a>
Freecycle	<a href="http://www.freecycle.org">www.freecycle.org</a>
GTD Times	<a href="http://www.gtdtimes.com">www.gtdtimes.com</a>
Gumtree	<a href="http://www.gumtree.com.au">www.gumtree.com.au</a>
Professional Organiser's Edge	<a href="http://www.creatingorder.com.au/professional-organisers-edge/">www.creatingorder.com.au/professional-organisers-edge/</a>
Recycling Near You	<a href="http://www.recyclingnearyou.com.au">www.recyclingnearyou.com.au</a>
Survey Monkey	<a href="http://www.surveymonkey.com">www.surveymonkey.com</a>
The Calm Space	<a href="http://www.thecalmspace.com">www.thecalmspace.com</a>
The Clutter Diet Blog	<a href="http://www.clutterdietblog.com">www.clutterdietblog.com</a>
Unclutterer	<a href="http://www.unclutterer.com">www.unclutterer.com</a>

## Suppliers

1800-Got-Junk?	<a href="http://www.1800gotjunk.com.au">www.1800gotjunk.com.au</a>
Acco (stationery products/templates)	<a href="http://www.accobrands.com.au">www.accobrands.com.au</a>
All Over Bins	<a href="http://www.alloverbins.com.au">www.alloverbins.com.au</a>
Am-Boss Access Ladders	<a href="http://www.ambossaccessladders.com.au">www.ambossaccessladders.com.au</a>
Backyard Buddy	<a href="http://www.backyardbuddy.com.au">www.backyardbuddy.com.au</a>
Blum/Dynamic Space	<a href="http://www.blum.com/au/en/index.php">www.blum.com/au/en/index.php</a>
Bunnings	<a href="http://www.bunnings.com.au">www.bunnings.com.au</a>
Confidential Shredding Co.	<a href="http://www.document-destruction.com.au">www.document-destruction.com.au</a>
Creative by Design Wardrobes	<a href="http://www.creativebydesign.com.au">www.creativebydesign.com.au</a>
Dymo	<a href="http://www.dymo.com.au">www.dymo.com.au</a>
Freedom Furniture	<a href="http://www.freedom.com.au">www.freedom.com.au</a>
GarageSmart	<a href="http://www.garagesmart.com.au">www.garagesmart.com.au</a>
Home Office Made Easy	<a href="http://www.homeofficemadeeasy.com.au">www.homeofficemadeeasy.com.au</a>
Howards Storage World	<a href="http://www.hsw.com.au">www.hsw.com.au</a>
Ikea	<a href="http://www.ikea.com.au">www.ikea.com.au</a>
kikki.K	<a href="http://www.kikki-k.com.au">www.kikki-k.com.au</a>
Legally Yours	<a href="http://www.legallyyours.com.au">www.legallyyours.com.au</a>
Lifespace	<a href="http://www.lifespace.com.au">www.lifespace.com.au</a>
Magnum IP	<a href="http://www.magnumip.com.au">www.magnumip.com.au</a>
Netregistry	<a href="http://www.netregistry.com.au">www.netregistry.com.au</a>
Officeworks	<a href="http://www.officeworks.com.au">www.officeworks.com.au</a>
Paper Flow	<a href="http://www.paperflow.com.au">www.paperflow.com.au</a>
Pottery Barn	<a href="http://www.potterybarn.com.au">www.potterybarn.com.au</a>
Rack Attack	<a href="http://www.rackattack.com.au">www.rackattack.com.au</a>
Shred-it	<a href="http://www.shredit.com.au">www.shredit.com.au</a>
Store & Order	<a href="http://www.store.com.au">www.store.com.au</a>
TAXIBOX Mobile Self Storage	<a href="http://www.taxiboxmobileselfstorage.com.au">www.taxiboxmobileselfstorage.com.au</a>
The Container Store	<a href="http://www.containerstore.com">www.containerstore.com</a>
Your Insurance Broker	<a href="http://www.yiblink.com.au">www.yiblink.com.au</a>
Zetta Florence	<a href="http://www.zettaflorence.com.au">www.zettaflorence.com.au</a>