

# the Professional Organiser's **EDGE**

## Library of Resources (totalling 115 at Aug 12, 2020)

Classes	Mins	PO Skills	Case Studies	Marketing	Sales	Money	Trends	Niches	Admin
10 Ways to Get Great Clients	20			x	x	x			
A Sneak Peek Behind the Scenes	40			x	x	x			x
A Year in the Life of a PO	50			x			x	x	x
All Time Favourite Organising Tools	60	x							
Beyond 1:1 Consulting	35	x						x	
Busting 7 Myths About Being a Professional Organiser	30	x							
Case Studies: Long Term Clients	50	x	x		x				
Case Studies: Small Changes, Big Impact	50	x	x						
Case Studies: When Clients Need More (or Less)	50	x	x						
Client Case Studies: Families	65	x	x					x	
Client Case Studies: from Perfectionist to Progress	55	x	x						
Client Case Studies: When Progress Stalls	40	x	x						
Conversations That Convert	60			x	x				
Crafting Your Terms & Conditions	60								x
Create an Organised Business Plan	45			x		x			x
Create an Organised Marketing Plan	50			x					x
Create Irresistible Packages	60			x		x			x
Create Your Own Reverse Bucket List	35								x
Creating Client Success – 3 Case Studies	50	x	x						
D is for Delegate	40	x		x	x	x			x
Discover 5 Steps to a New Career	25	x							
Discover Your Niche	50		x	x		x		x	
Downright Honest Answers to Frequently Asked Questions	60	x		x		x		x	x
Effective Networking	45			x					

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Email Marketing Tips from an Expert	45			x					
Fresh Ideas to Kickstart Your Best Year Yet	60			x			x		
From Goals to Action	45	x							
Helping Our Grieving Clients	60	x						x	
Honouring the Past, Living for Now	45	x							
How to Be an Organising Detective	50	x							
How to Create a Winning Webinar	45			x				x	x
How to Create and Present Winning Workshops	60	x		x					x
How to Get the Most from an Organising Conference	35								x
How to Help Golden Age Clients Get Organised	55	x						x	
How to Make Money as a PO	45	x		x	x	x	x	x	
How to Organise a Garage	45	x						x	
How to Organise Craft Supplies	40	x						x	
How to Organise Laundry Rooms & Routines	50	x							
How to Organise Memorabilia	55	x						x	
How to Organise the Essentials	50	x							
How to Organise the Kitchen	45	x						x	
How to Transition to a Full Time Professional Organiser	40	x		x		x			x
Interview with the FIFO Organiser	45	x						x	
Introduction to Photo Organising	50	x						x	
Is Your Client Ready for Change?	45	x							
Keeping Client Records	60								x
Know Your Numbers	50				x	x	x		x
Lessons Learned from 10 Years as a PO	50	x					x		
Let's Talk About Money	35					x			
Level Up: Take the Next Step in Your Organising Business	60	x		x	x	x	x	x	

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Leverage Your Content	35			x		x		x	x
Low Cost Marketing for Professional Organisers	70			x					
Make It a Value-Add Year	35	x			x				
Mastering Difficult Conversation with Your Clients	55	x							
Mistakes I've Made & How You Can Avoid Them	35	x		x		x			x
More Successful POs (& what we can learn from them)	80	x		x		x	x	x	
Motivate Your Clients to the Next Level	45	x							
National Organising Week Marketing	35			x					
Needs Assessment Mastery	60	x							x
New Year, New Services	45	x					x		
Next Level Virtual Consultations	80	x				x		x	
NOW Success	45			x					
Organising Beyond Space & Time	50	x					x	x	
Organising Small Spaces	45	x						x	
Organising Trends to Watch, December 2017	35			x		x		x	
Public Speaking Tips, Tricks & Pitfalls to Avoid	45			x					
Routines & Habits (& how to install them)	50	x							
Safety First!	40	x							
So You Want to Work with a Hoarder?	50	x	x					x	
Speaking – How to Engage Your Audience	60			x					
Speaking to Grow Your Organising Business	55	x		x	x				
Successful Decision Making	45	x							
Successful Downsizing	50	x						x	
Successful POs and What We Can Learn From Them	70	x				x		x	
SWOT Workshop	30*			x		x	x	x	x

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Classes	Mins	PO Skills	Case Studies	Marketing	Sales	Money	Trends	Niches	Admin
Taking Control of Your To Do List	50	x							x
Thanks! How to Show Gratitude & Dazzle Your Clients	45	x		x					x
The Basics of SEO	50			x			x		x
The Organised Home Office	40	x						x	
The Power of Accountability	50	x			x				
The Power of Newsletters	55			x	x				x
The Winning Needs Assessment	45	x			x				x
Time Management When You Work at Home	35	x							x
Turn Your Organising Talents into Products for Sale	40	x		x	x	x	x	x	x
Using Thankfulness to Create Change	30	x							
Virtual Consultations	45	x	x					x	
Virtual Consultations - From Sales to Delivery	55	x		x	x	x		x	
What NOT To Do & Say (you'd be surprised)	60	x							
What to Wear & Show Me the Money - Experts Interview	45					x			x
What's Trending in the Organising World?	45	x		x			x	x	
When Disaster Strikes	45	x							x
When Things Go Quiet	50	x		x	x	x			x
Where Does the Clutter Go?	55	x							
Where Will the Organising Trends of 2018 Take You?	40			x			x	x	
Whose Goal Is It Anyway?	40	x							
Working with Children & Families	40	x							
Working with Clients with Limited Capacity	40	x	x						
Your Insurance Questions Answered	45					x			x
Zero Budget Marketing for POs	50			x					

\* Time estimated to include completion of exercises

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<b>Other Resources</b>	<b>PO Skills</b>	<b>Case Studies</b>	<b>Marketing</b>	<b>Sales</b>	<b>Money</b>	<b>Trends</b>	<b>Niches</b>	<b>Admin</b>
260 Organising Blog Topics			X					
40+ Ways to use NOW to Boost Your Business			X					
50 Creating Order Tips to Make It Big in Small Business			X	X	X			X
Booking Confirmation	X							X
Client Needs Questionnaire	X							X
Consultation Feedback	X							X
Consultation Flow Chart	X							X
Content Creation Tips & Topics			X	X				
eNewsletter Signup Sheet			X					X
Getting More from Conference Goals Template								X
Great PO Checklist	X							
Intake Form Template	X							X
Recommended Podcasts	X		X	X		X	X	X
Recommended Reading for Organisers	X						X	
Reverse Bucket List	X							
Sorting Signs	X							