

Needs Assessment Flowchart

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

Intro to Your Professional Organiser Career