

Workflow

Prepare	Confirm appointment Assessment forms Toolkit packed Business cards
Assess	Gather information Clarify Discover Ask yourself
Needs	Present plan
Review	Review information Review feedback Communicate with collaborators & stakeholders Check payments
	Set Goals, expactations & rules Work on agreed project Check in with client
Consult	Set next goals Agree on communication
Consult again	Reassess previous session Reevaluate and reset goals Work on agreed project Check in with client Set next goals

Intro to Your Professional Organiser Career

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