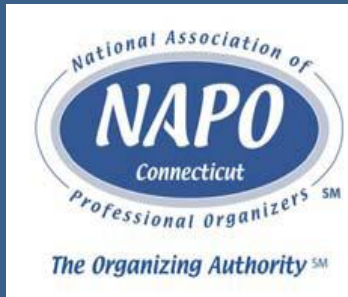


Connecticut Connections

March / April 2010

“Order is the sanity of the mind, the health of the body, the peace of the city, the security of the state. Like beams in a house or bones to a body, so is order to all things.”

- Robert Southey, author and poet



Next Chapter Meeting

When: March 19th
9:00 a.m. – noon

Title: Understanding Chronic Disorganization (more details on pg 7)

Speaker: Faith Manierre, CPO-CD[®] and CPO[®]

Agenda:

Continental breakfast
Situation of the Month
Networking
Speaker
Board election results

Where: Holiday Inn, North Haven, Exit 12 off Route 91

RSVP: with an e-mail to RSVP@NAPOct.com

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President's Message – Cara Brook

cara@organizewithsos.com

Welcome to the March/April issue of Connecticut Connections. We're heading into some exciting times over the next few months. Daylight is getting longer, spring is just around the corner, and we are in the midst of our annual Chapter elections to determine our 2010-11 Board of Directors.

Spring is a time of rebirth and change; and I know the challenges our Chapter has experienced this year have been preparing us for our own set of changes. The slate of Board members we have lined up for next year have some great experience behind them and I am confident we will continue to be in good hands. I encourage you all to cast your votes. Although we have positions that are uncontested, each candidate will need a majority vote in order to step into office.

As long as our Chapter is making a few changes, why not try on a change or two for your business? Is there a niche you have wanted to explore? Is your website in need of a makeover? Maybe you are thinking about trying out a new pricing model (a project fee vs. an hourly fee). Whatever that bright idea is, now is a great time to try it out with your clients and colleagues. People, in general, are always looking for new ways to tackle the issue of clutter, and springtime offers a renewed sense of energy for them to get to work. Your fresh perspective coupled with their renewed motivation is a recipe for growing your business.

So far in our “Grow Our Skills” series, we have had two great speakers educate us on how to add more value to our clients. Our third speaker in this series will be no exception. Our own Faith Manierre will be teaching us about *Understanding Chronic Disorganization* at the March 19 meeting. Even if you are not interested in working with the CD population, having an understanding of chronic disorganization can only assist you in the work that you do.

See you on the 19th!

Jill McKean

February 10, 1949 – January 12, 2010

Jill Eastin McKean, a longtime Ridgefielder who was a Professional Organizer, died at her home on Tuesday, January 12. She was 60 years old and the wife of Robert McKean.

Ms. McKean was born in Davenport, Iowa, on February 10, 1949, daughter of Kent and Jane White Eastin. She was a graduate of Principia College and the Keller Graduate School of Management of DeVry University.

After working as a financial analyst for a re-insurance company and a large professional services firm, Ms. McKean founded her own Professional Organizing business, Organize It, in 2004. “She helped many people get closer to their dream of being as orderly as herself,” her husband said.

She was a speaker on the Seven Steps to Office Productivity, on how to Pare Down & Simplify, and most recently, on Getting Things Done. She taught frequent courses for Ridgefield Continuing Education and the Association of Design Education.

Ms. McKean was a Golden Circle member of the National Association of Professional Organizers (NAPO), a director and board secretary of the Connecticut Chapter of NAPO, a certified specialist in the National Study Group on Chronic Disorganization, and active in the Entrepreneurial Woman’s Network.

“Throughout her life, her activities centered on the education, uplifting, and improvement of lives, especially women and young people,” her husband said. “This was exemplified in all she did through her professional organizing and her personal involvement in business groups, the Ridgefield community, and her church.”

She enjoyed travel, nature walks, current affairs, and especially reading, including the Great Books discussion group of the Ridgefield Chapter of the American Association of University Women (AAUW), of which she was a former president.

Besides her husband of 26 years, Ms. McKean is survived by two brothers, Rand Eastin of Raleigh, N.C., and Todd Eastin and his wife, Lynn, of Shady Valley, TN, their two daughters Hanna Eastin and Maryn Taylor, her husband, Nolan, and infant son, Nevin; and a cousin Lynda Kukla and her husband, Bob, of Wheaton, IL and their family.

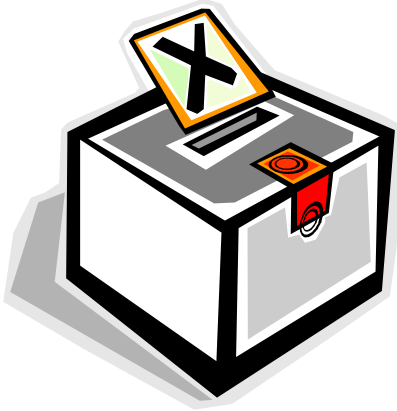
A Celebration of Life took place on Sunday, February 14th at the Keeler Tavern.

Contributions in her memory may be made to The Ridgefield Library Association, 472 Main Street, Ridgefield CT 06877.



NAPO-CT Board Elections for 2010-11

Submitted by the Nominating Committee:
JoAnne Grabinski, Chair; Vin Klein and Kerri Colombo



It is time to elect our Chapter Board of Directors for 2010-11. The election deadline is March 19, 2010 by 10:00 a.m. For the election, our Bylaws require participation from 50% of our members to vote in the slate of officers. Although all positions are running uncontested, we still need your vote. The nomination form can be found immediately following this article. If you have not done so, please print that page, complete the nomination form and follow the directions for submitting your ballot to JoAnne Grabinski by the deadline.

For our meeting on February 19th, the candidates running for Board positions were asked to make a statement for Chapter members' consideration. Those statements are below:

Candidate Running for President – Sandra Wheeler

I am running for President of NAPO-CT. I have been a member of NAPO-CT for two years. For 2009-10 I have been serving on the Board as Director of Communications and Technology. I have enjoyed producing the Chapter newsletters and monthly notices; and learning about the strengths and challenges of our Chapter. Over the last year, I have enjoyed serving on the Board and learning a great deal about how the Board works.

I spent 20 years in the corporate world before creating my own Professional Organizing business. I successfully created and implemented new programs, facilitated meetings and led teams to favorable outcomes in difficult circumstances.

Over the next year I would like the Board to focus on our Chapter strength and its members. We have a good number of Professional Organizers that are members of NAPO-CT. I would like the Board to better understand our members and their needs; i.e. what topics would bring them to meetings and how they can contribute their talents to ensure the strength of our Chapter moving into the future.

Candidate Running for Vice President - Jen Burke

I am running for Vice President of NAPO-CT. We are at a crossroads and face many challenges. I want to take a leading role in tackling these challenges. It is now my turn to serve; the time is right.

I have spent 10 years in Magazine Advertising Sales and as a Manager I have successfully motivated sales teams in setting goals and meeting objectives. I have management experience, leadership and the drive to help NAPO-CT.

We have unmeasured talent in this chapter and have unlimited potential as a TEAM! Getting back to the basics and unifying this TEAM can move us forward. While doing so, the powerful message of who we are and how we can make such enormous change in people's lives needs to spread. We want Connecticut to realize the importance of hiring a member of our TEAM.

Candidate Running for Secretary - Deb Gabinelle

I am running for Secretary because I want to continue to be an active member of NAPO-CT and to be part of the decision-making process, particularly during this transitional year. I have served on the Board as your Director of Marketing and have been responsible for planning and organizing "Get Organized Month" for 2009 and 2010. As a Board Member, I have observed the duties and responsibilities of the Secretary and I know that I can fulfill these responsibilities.

During my term, I will take an active role in recruiting members for open Board positions to ensure that we as a Chapter fulfill our mission of supporting and educating our members. Our biggest challenge this year will be to get more members to come to meetings and to become active members of our Chapter so that we can leverage the diverse talents and skills of our members.

Candidate Running for Treasurer - Judith Ann Kirk

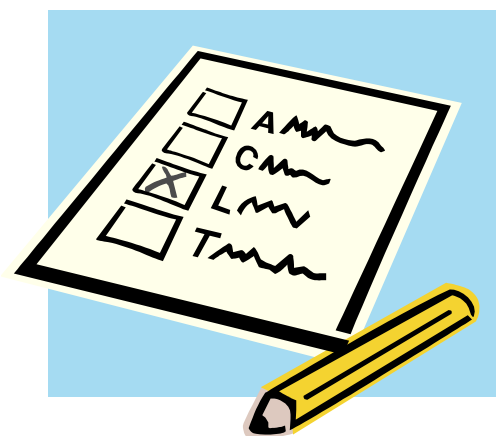
I started my organizing business in 1994, joined NAPO and formed the Informal Group of Connecticut Organizers. Over the years, my business has evolved to meet the needs of my clients and the trends of the organizing industry.

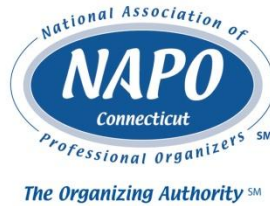
NAPO and NAPO-CT also evolved and created a platform for education and a forum for networking. These are the issues I support as I continue my service on NAPO-CT Board.

As a long-standing Golden Circle member, serving in national positions, and holding multiple positions on the NAPO-CT Board, I understand the importance of maintaining a strong chapter leadership team. As your treasurer, I vow to maintain financial solvency of the chapter, take on the responsibility as Chair of the Finance Committee, and support colleagues in their endeavor to grow and evolve as professional organizers.

There are currently no candidates running for the following positions. If you are interested, please contact JoAnne Grabinski.

- **Director of Marketing** oversees all duties related to GO Month, public relations, media tracking, special events and product promotions. This position is supported by committee members and overseen by the President.
- **Director of Membership** oversees all duties related to coordinating, reviewing and processing memberships and renewals. Oversees meeting hospitality and registration, collects member exit data, and oversees the Mentoring Program. This position is supported by committee members and overseen by the Vice President.
- **Director of Professional Development / Programs** oversees all duties related to Chapter meetings and develops ongoing education programs. Procures speakers and facilitates the program portion of meetings. This position is supported by committee members and overseen by the President.
- **Director of Technology and Communication** oversees all duties related to the newsletter, website, and electronic communications. This position is supported by committee members and overseen by the President.





**NAPO-CT Chapter, Inc.
2010 - 2011 Board of Directors Ballot
Election Deadline - March 19 at 10:00 A.M**

Dear NAPO-CT Members:

The Nominating Committee of the NAPO-CT Chapter Inc. of the National Association of Professional Organizers is pleased to present the following slate of Officers and Directors to serve on the Board of Directors for the year 2010 - 2011.

1. Please mark your vote once for each position. Even if the position is uncontested, the candidate must win by a majority vote, so make sure to mark your vote if you select a candidate.
2. Please sign the form.
3. Please send the completed form to JoAnne Grabinski –
 - email: JoAnne@readytoorganize.com
 - fax: 203-235-0775
 - mail: 58 Camp Street, South Meriden, CT 06451-5129
4. If mailing, please allow time for receipt by March 18. If emailing or faxing, please allow time for receipt by 7:00 AM on March 19. If you choose to vote in person, you can hand in your ballot at the March meeting. The deadline for ballots is 10:00 A.M. on March 19. Ballots received after 10:00 A.M. on March 19 will not be counted.

Respectfully submitted,
JoAnne Grabinski – Nominating Committee Chair

Position	Nominee	Please mark your vote once for every position
President (*)	Sandra Wheeler	<input type="checkbox"/>
Vice President (*)	Jen Burke	<input type="checkbox"/>
Treasurer (*)	Judith Kirk	<input type="checkbox"/>
Secretary (*)	Deb Gabinelle	<input type="checkbox"/>
Past President (*)	Cara Brook	Automatic
Director of Marketing	No Candidate	<input type="checkbox"/>
Director of Membership	No Candidate	<input type="checkbox"/>
Director of Professional Development/Programs	No Candidate	<input type="checkbox"/>
Director of Communications & Technology	No Candidate	<input type="checkbox"/>

(*) Constitutes Executive Committee

Signature _____ Date _____

Print Name _____

Expert Advice

Written by Judith Ann Kirk, Organizing Resources
NAPO-CT Treasurer, Past NAPO Golden Circle Chair

“Education is not the filling of a pail, but the lighting of a fire.”

William Butler Yeats

As a Professional Organizer, do you need to continually tell your clientele that you are an expert? It may not be necessary, at least not directly.

Take the position that clients already know you are an expert in your field just by the way you do business. Let your words and actions convey that truth. As you continue to work with clients helping them reach their goals, it will soon become apparent that you are an expert in your particular field just by how you work and the skills you exhibit and teach.

What do you have to do to communicate the attitude of an expert without continually voicing that premise? Easy - go deep within your subject and educate. Grasp every opportunity to inform others about the benefits to be derived by getting and staying organized. Seek opportunities to write articles, publish newsletters and update website information. The time it takes to educate your target market is an investment that will further the message that you are the expert—you are the one to contact for a particular problem.

There is no need to blatantly state your importance when subtleness will do the trick even better. Consider that a written article will allow you to promote your expertise quite easily. Within the context of the article state how something directly affected you or your client. For example:

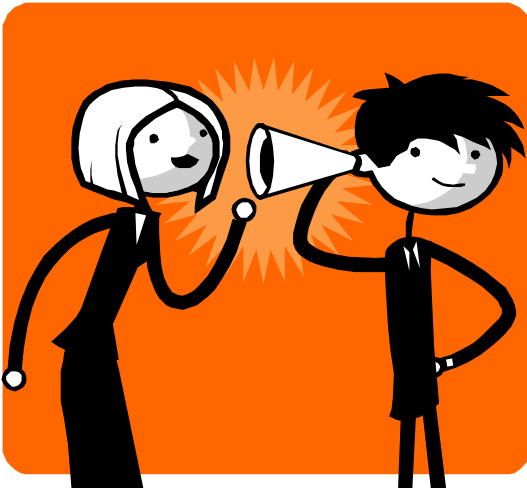
- When you write an article about the benefits of a Tickler File System, you can state that you saved a client three hours each week processing mail and paying bills because he/she had the tool to effectively and efficiently deal with the paperwork.
- As a leader in the organizing industry’s association, you can explain that a valuable lesson you learned while serving on the Board of Directors was the importance of time management skills.
- While writing on the subject of organizing a wardrobe, state that as you packed for your Hawaiian vacation, you were able to coordinate outfits around a single color while adding vibrant accessories to vary the look. Thus, allowing you to use a carry-on bag instead of paying exorbitant fees for checked luggage. Teach through your writings on how to pack efficiently and effectively.
- Another way to enhance your expertise while writing articles is by using a resource box. Directly below your article provide information about who you are, your specialty, contact information and a benefit to the reader if they visit your website. They can either sign up for your free newsletter or receive an organizing tip sheets just by logging on to your website.
- Always invite your readers to benefit from your knowledge whenever you write for newsletters, press releases, published articles or industry journals. Such subtlety is a gentle way of reminding people of your ability as a Professional Organizer without being arrogant.

This same refined nudge can be applied to speaking engagements as well. As you continually market your organizing business, grasp every opportunity to spread the message and enhance your credibility. Expertise, like respect, is something you earn. Continue to share your knowledge and you will gain the



the recognition of a professional. Remember; always give away the good stuff. Whether it is an article or a speaking engagement, you instantly become an expert when you deliver quality.

Set a goal to continually learn and continually share your knowledge. Your credibility will quickly spread.



The Best Organizing Tools

Written by JoAnne Grabinski, Ready to Organize, LLC
NAPO-CT Past President

A Professional Organizer has many tools in their toolbox. In addition to all the gadgets, file folders and bins, two of the most important tools are observing and listening.

There are a multitude of emotions in the organizing process: embarrassment, fear, relief, confusion, resentment, concern and hope; just to name a few. As Professional Organizers it is important to observe and listen to our clients closely.

It is hearing:

- what is talked about and what is ignored
- what is implied, hinted and suggested
- what is laughed or joked about and what is discussed more seriously
- any sarcastic and biting remarks or veiled anger in comments

It is seeing:

- what is there and what is not
- what is taken care of and what is not
- whether the words match what is physically there or not there

The key to a good client relationship is taking the time to communicate with the client about the situation. Many questions are asked to 'peel back the onion', layer by layer to determine if there are blocks and what they might be. Much time is spent clarifying and confirming statements, analyzing the situations, offering suggestions and discussing solutions to find what works best for that individual.

The expertise of a Professional Organizer is wading through the emotional, as well as physical, clutter to get to the root cause or causes of the situation. Then it is providing the encouragement and support to the client so they can achieve their goal, whatever it may be.

It is an individualized solution to a unique situation. There is no 'one' thing, but a combination of things that results in the client learning the skills necessary to make their life more organized and productive.

Newsletter Submissions

Share a client story, write an article, bullet a list of tips and tricks. Share your experiences with your Chapter Members. Submit your piece for the Connecticut Connections by e-mail to Sandra Wheeler at forpeaceofmind.biz.

Advertising Opportunities

For information about advertising opportunities, details are on our website at www.napo-ct.net. If you have further questions regarding advertising, please direct them to Deb Gabinelle at debgabinelle@sbcglobal.net.

Chapter News

NAPO-CT GO Month in January

“Get Organized” (GO) Month 2010 was a huge success! We met our goals to educate the public about NAPO, NAPO-CT and the Professional Organizing industry. We provided our members with speaking opportunities and raised \$700 for programming and professional development for our Chapter members. This year we extended our reach beyond public libraries to include California Closets in Hartford, as a new venue. Our overall event attendance increased by 12% with 408 attendees in total. The feedback forms were overwhelmingly positive.

Thank you to all of our terrific speakers for their time and efforts. A special thanks goes to Deb Gabinelle for her tremendous hard work in coordinating this huge project.

NAPO-CT February Meeting Presentation

Thank you to Attorney Gary Schwartz for presenting on “Crisis Control – legal and financial recordkeeping”. Gary provided all attendees with an 18-page binder chocked full of valuable information for Professional Organizers to utilize in their own life and for their clients.

Gary suggested that offering to help clients pull together their critical information, may be one more skill that can be included in a Professional Organizer’s services. Attendees learned key questions to ask clients to gauge whether they are prepared for a potential crisis situation. We were provided a long checklist of the various pieces of information that need to be included in a key binder to have prepared, just in case.

Thank you to Judith Ann Kirk for schedule Attorney Schwartz and working with him to tie the information to our profession. Great Job!

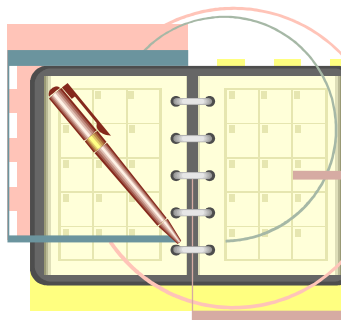
Planning Ahead

NAPO-CT **March** Meeting

Title: Understanding Chronic Disorganization

Speaker: Faith Manierre, CPO-CD® and CPO®

Date: March 19, 2010



This session will assist you in identifying and understanding the causes of Chronic Disorganization. We will discuss communication and change for our clients as well as strategies for success for clients with Chronic Disorganization. This presentation is part the National Study Group on Chronic Disorganization Speaker’s Bureau.

Faith is a member of our NAPO-CT Chapter, the NSGCD Speaker’s Bureau and has successfully completed the Certified Professional Organizer in Chronic Disorganization program in Los Angeles, 2009.

Mailing Address

NAPO-CT
Attn: -----
994 North Colony Road
PMB 127
Wallingford, CT 06492

Web Address

www.NAPOCT.com

NAPO Dues Notice

According to National NAPO policy, if your National dues lapse for 30 days, your membership date with NAPO will be reset to the date you rejoined. NAPO-CT will adhere to the same policy. If National membership expires, chapter membership automatically expires. It is your responsibility to keep both national and chapter membership current. Notify NAPO-CT Membership Director if you have any changes in your contact information.

Our Chapter Vision is to be the leading resource for Professional Organizers in Connecticut.

Our Chapter Mission is to:

- Support, educate and provide networking for our members.
- Promote the profession of Professional Organizing.
- Educate the public about professional organizing.

OUR GOAL IS YOUR SUCCESS!

NAPO-CT Special Event

Title: New Organizer Q&A Panel
Panel: KB Bryant, Judith Ann Kirk & Lisa Lelas
Date: March 20, 2010
8:30 a.m. Registration
9:00-12:00 Panel Discussion

This session provides an in-depth exploration of being a Professional Organizer. Learn more about the organizing field and managing and growing a business.



NAPO-CT April Meeting

Title: Safety and Awareness for Professional Organizers
Speaker: Sandaura Brooks
Date: April 16 Chapter Meeting

This session will provide non-physical and physical techniques and awareness that all Professional Organizer's should have in their 'toolbox'. Learn how to avoid common uncomfortable situations as well as uncommon dangerous ones. Sandaura Brooks has been teaching Self Defense since 1986 on campuses like Yale University and Hartford College for Women, as well as businesses throughout New England. Sandaura has combined martial art techniques, Jungian counseling skills and the wisdom of being a woman.

NAPO-CT May Meeting

Title: Feng Shui
Speaker: TBD
Date: May 21, 2010

NAPO-CT June Meeting

Title: Celebrating our Volunteers
Facilitator: Cara Brooks
Date: June 18, 2010

2009-2010 NAPO-CT Board of Directors

President

Cara Brook (203) 348-4767
Strategize, Organize, Simplify, LLC
cara@organizewithsos.com

Vice President

Sandra Wheeler (860) 608-0451
For Peace of Mind, LLC
forpeaceofmind@sbcglobal.net

Secretary

Faith Manierre (860) 997-4740
Busy Bees Professional Organizing LLC
info@busybeesorganizing.com

Treasurer

Judith Ann Kirk (860) 747-8962
Organizing Resources
judith@organizingresources.com

Past President

JoAnne Grabinski (203) 213-6673
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Director Communications / Technology

Sandra Wheeler (860) 608-0451
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Director of Marketing

Deb Gabinelle (860) 561-1613
InSightful Solutions CT, LLC
debgabinelle@sbcglobal.net

Director of Membership

Bernette Powell (203) 729-3721
Organizing by Bernette
Bernette.powell@sbcglobal.net

Director of Professional Development / Programs

Vacant