

CONNECTICUT CONNECTIONS



January 2012
Happy New Year!

Presidents Message

Sandra Wheeler
forpeaceofmind@sbcglobal.net

Dear {FIRST_NAME|NAPO CT Member},

I hope that you enjoyed the break and had wonderful holiday celebrations with those nearest to you. Members of your Board of Directors worked behind the scenes in December.



We are pleased to announce that starting with the January 20th Chapter meeting, we are trying a new meeting location. Elaine Johnson found a place called "Eli's on Whitney". Our chapter will be able to redirect a good chunk of money to other activities and we are hopeful that the refreshments will be tastier, etc. See meeting information (right) for the address and more information.

Cara Brook, as Past President, and Seana Turner have also been hard at work planning for the nomination process for our 2012-13 Board of Directors. Please consider joining the Board and contributing your ideas and energies!

We had a few members not renew in October. Cindi Filer, as our Director of Membership, personally conducted exit interviews with each. Each year we utilize this information to better understand what we might consider doing differently. This year it wasn't about the Chapter, but more about the economy and personal life changes.

It is now a New Year! A fresh, new calendar with lots of white spaces! So many possibilities! Mark your NAPO-CT Chapter meetings on that calendar and we'll see you there.

Member News

Cindi Filer
Membership Director

CHAPTER MEETING INFORMATION

Friday, January 20th
9:00 am - Noon

TIME MANAGEMENT MASTERY:
*How to spend your
time to earn \$100,000/year in 40
hours a week!*

Speaker:
Michael Charest
President of
Business Growth Solutions

NEW VENUE!
Eli's on Whitney
2392 Whitney Ave, Hamden, CT
06518

Exit 61 off Route 15 (Wilbur Cross
Parkway)

www.elisonwhitney.com



Upcoming Events

Chapter Meeting
February 17th
9:00 am - Noon

***The Photo Organizing
Dilemma:
Meeting the Needs of your
Overwhelmed Clients***

Chapter Meeting
March 16th

alifeinorder@comcast.net

Please welcome Kim Cassetta, our newest member who joined in October!

We currently have 37 members in our chapter. I spoke with those that chose not to renew their membership this past October and learned that the main reason was changes in the direction their business was going. One individual made a complete career change.



Nomination Process

Cara Brook
Past President
Cara@OrganizewithSOS.com

Happy New Year everyone!

The nominating process is now in full swing. You should have received an email with all of the details, including the nomination form. If you, or someone you know, are interested in running for a position complete the nomination form and return to me by January 20th. You are welcome to hand the form to me at our meeting that day. If you are not able to be at the Chapter meeting, be sure to get the form to me by email cara@organizewithsos.com or fax 203-513-2792 by the end of the day January 20th.



In the meantime, if you have any questions, please contact me directly at 203-273-8583 or Seana Turner at 203-219-9105.

Education News

Faith Manierre
Info@busybeesorganizing.com

The Institute for Challenging Disorganization (ICD) has new teleclasses available for the public, including:

- Understanding Chronic Disorganization presented by Lynne Johnson, CPO-CD®
- Introduction to ADD presented by Denslow Brown, CPO-CD®
- Introduction to ADD and Procrastination presented by Tiffany deSilva, CPO-CD®
- Introduction to Hoarding presented by Geralin Thomas, CPO-CD®

You may sign up and pay the \$10 fee at the ICD website. Within 48 hours of registering, you will receive an email with instructions to access the recording. You will have a two-week window to listen to the class from the time you receive the access instructions. At the

9:00 am - Noon

Vote in the 2012-13 Board of Directors

NAPO CT Board of Directors

President

Sandra Wheeler
(860) 608-0451

ForPeaceOfMind@sbcglobal.net

Vice President

Jennifer Burke
(203) 722-1566
JKBOrganizing@gmail.com

Secretary

Jennifer Alden
(860) 570-0038
LiveLifeOrganized@sbcglobal.net

Treasurer

Karen (KB) Bryant
(860) 235-0575
kbryant@kbsquaredaway.com

Past President

Cara Brook
(203) 348-4767
Cara@OrganizeWithSOS.com

Director of Communication & Technology

Beth Schlater
(203) 226-8302
Beth@LNMOrganizing.com

Director of Marketing

Vacant

end of each class you will be asked to take a brief survey. Your feedback will help to improve these teleclasses as a resource to the public.

<http://www.challengingdisorganization.org/content/public-teleclasses>

April Meeting Highlights

A-B-C of an Organizing Business:

Attract Business Confidently

Facilitated by Judith Ann Kirk, Golden Circle Member

November 18 – Boundaries

Everyone has boundaries – physical, mental, emotional, financial and time. Though relatively fixed, we try to stretch them a bit. If we are not careful, we can cross the boundary and become overwhelmed and overloaded. Boundaries convey margins, mark those things we are responsible for, and protect us from stressful situations. They are lines of demarcation used to guard interruptions, unpleasant situations and negative people. Think of a boundary as a moat around your castle designed to keep intruders away so you stay safe and sleep a little easier at night. With a moat and a drawbridge, you choose who will be invited into your castle.

Question: What are some boundaries you have set to protect you and your business?

- Take care of yourself to avoid burnout.
- Create a line of demarcation between emotionally draining clients and home base, i.e. stop someplace to literally wash hands or create a peaceful space with meditation.
- Be still and listen, but do not offer advice. Be empathetic. By not offering advice POs avoid personally taking on the emotions of the client.
- Accept the challenge to help clients see the problem and make wise choices. When asked for advice, help the client come up with their own best potential solutions.
- Remember the sphere of influence. What can you control? Let go of those situations outside of your control.
- “Good fences make good neighbors.” When friends hire you as a PO stay professional and go through your complete process from initial evaluation to invoicing.
- When discussing work with clients, clarify prices, processes, and the work involved to help maintain boundaries.
- Taking gifts (donations, leftovers) from a client can become a slippery slope. Think of possible scenarios and your responses to be better prepared to handle this difficult moment. Many POs simply state that it is company policy not to accept gifts. Other POs help the client to redirect or repurpose donation. Still there are other times when it is appropriate to accept from a client that has become more of a personal friend.
- Have a local resource guide available to help clients make the decision about where to donate.
- Set time boundaries in your day planner by blocking off specific times to do specific tasks. Such as: 2 hours every Friday morning for administrative work, or a half hour each afternoon to clear your

Director of Membership

Cindi Filer

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Director of Professional Dev & Programming

Elaine Johnson

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desk and close down your office.

- Control interruptions. Time is truly money. Each interruption or wasted moment is less work accomplished, less income. Sometimes you need to change the way you run your business by reevaluating your boundaries.

Question: How do you communicate your boundaries to others?

- Using the statement, “It is company policy...” is quite effective in many sticky situations.
- Help clients think through the process of owning things, from purchase to disposal. Work with the client to set their boundaries.
- Many times it is emotionally important for a PO to talk about the day’s work, client, tasks, etc. especially with spouse, close friend or significant other. Confidentiality can be adhered to by using client code names to avoid identification.
- Learn to say NO in positive tones especially when the task does not benefit you or your goals.

Establishing clear boundaries is essential to a healthy, balanced lifestyle and a successful business venture. Physical boundaries help us determine who may touch us and under what circumstances, or where we will travel and what we will avoid. Mental boundaries give us the freedom to have thoughts and our own opinions without adversely affecting others. Emotional boundaries help us separate our own feelings from the harmful, manipulative emotions of others. Financial boundaries help us control spending and savings. Time boundaries set limits to what we will do and when we will do it.

Richard Swenson, author of *Margin: Restoring Emotional, Physical, Financial and Time Reserves to Overloaded Lives*, stated that engineers study stress loads when designing bridges, and we often see the sign “Load Limit Ahead” as we approach such a bridge. A forty-ton truck would not attempt to cross a bridge limited to twenty-ton vehicles. Those physical limits are visible and measurable.

Challenge: Avoid stressful overload by setting boundaries that clearly reflect your limits. You will have more energy to attract business confidently if you identify who you are and what you will allow across the moat. Personal boundaries define you as an individual. Know what it is you believe in and do not waver from your personal core values.

Monthly Article

Get Organized Month – How It All Began

by Judith Ann Kirk

CT Chapter Founder, Past CT Chapter Board Member, Past National

Golden Circle Chair

January 2012 marks the eighth annual NAPO sponsored Get Organized (GO) Month dedicated to raising awareness of the benefits of hiring a professional organizer and getting organized. However, it all began in 1988 when Paulette Ensign first proposed the idea for an annual NAPO-sponsored holiday. As often happens,

the thought was acknowledged but not acted upon immediately. Three years later, Susan Lannis, unaware of Paulette's idea, became interested in the use of holidays as a PR tool after coming across Clean Off Your Desk Day (first Monday in January). She rallied the Oregon Chapter to comb through Chase's Annual Events book looking for days appropriate for P.O. marketing campaigns.

Not long after, Rick Allen, a Connecticut organizer and then member of the NAPO Board of Directors sent out a questionnaire asking chapters for ideas he could present to the Board. Susan put in a proposal to create Get Organized Week. It was approved and adopted by NAPO in December 1991.

NAPO headquarters developed promotional materials for the first GO Week held in October 1992. Nancy Black, a Massachusetts organizer, applied to have the week listed in Chase's Annual Events beginning in 1993. Manufacturers and retailers like Hallmark Cards and DayTimer featured GO Week prominently in their press releases and promotional material. GO Week was featured on the cover of a 20th Century Plastics catalog and in a national Microsoft campaign. Large companies like Avery, Esselte, Rubbermaid, and Lillian Vernon jumped on board as well.

By 2004, the event had international prominence, prompting NAPO Board of Directors to proclaim January as Get Organized (GO) Month. The campaign started many years ago, continues to heighten public awareness of the profession.

Most chapters, with the generous assistance of corporate sponsors and the hard work of NAPO members, showcase events in January to promote the organizing industry and the importance of getting organized. How will you be a part of this campaign? Consider the boost in your own business when you add this event to your marketing materials and PR efforts. Getting organized is one of the top 10 New Year's resolutions made by Americans year after year. Join forces with colleagues and ride the wave!

NAPO - CT

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994 North Colony Road / PMB 127 / Wallingford / Connecticut / 06492

www.NAPOCT.com

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