

The background of the cover is a top-down view of a workspace. It includes a white laptop keyboard in the upper left, a white coffee cup on a saucer in the upper right, an open notebook with lined pages in the center, and a white smartphone with a grey screen in the lower right. A light blue pencil is also visible in the lower left. The text is overlaid on this background.

**THE PROFESSIONAL
ORGANIZER'S**

Blueprint

WORKBOOK

myspacematters.com

BY: KATHERINE LAWRENCE

WELCOME! I'M KATHERINE...

Hi, I'm Certified Professional Organizer, Katherine Lawrence. When I start an organizing project with my clients, I must have a plan. When starting your organizing business, you should have a plan too.

That's why I put together The Professional Organizer's Blueprint Workbook. I want you to have a place to chart your progress and have an endless source of all the steps, directions, and opportunities you'll need to launch and grow your business.

When I started out, there was so much I did not know. Like how would I get clients? How could I assist others live an organized life when the things they owned and the way they lived was so different than my own. How would I tackle someone else's lifetime of clutter when they wanted it GONE ... like yesterday! And what if I needed help? If I was successful, I knew I would need others to help manage tasks on and off the job.

I'm so blessed that I figured it out. Being my own boss and bringing order to a chaotic world has allowed me to live life on my own terms. A life filled with adventure, growth, and constant learning.

My goal with this workbook is to distill nearly 20 years of experience and the lessons I've learned and give you the clarity of exactly what goes into a profitable and sustainable professional organizing business.

I love teaching this stuff and working with up and coming organizers that will transform lives by transforming the spaces in which we live. I'm so excited you are here!

If you ever have any questions, feel free to email me: katherine@myspacematters.com.

LET'S BEGIN.

WHAT'S INCLUDED IN THE WORKBOOK:



Pro. Organizer's Blueprint -

Foundation Strategies

How to Organize for Others

Business Planner

Essential Forms Checklist

Budgeting Worksheets

Monthly Ledger

Marketing Plan

Getting Clients Worksheets

Brand Board

Social Media Tracking

Client Retention Strategies

Growth Strategies



Planning Tools -

Great Ideas

Goals & Actions

Quarterly Goals

Things to Do

Office Hours

Daily Planner

Weekly Planner

Monthly Planner

Monthly Review

Daily Checklist

Daily Affirmations