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Menopause, Andropause And Other Hormone Imbalances
Impair Healthy Healing In People Over The Age Of 30!

How I Became Like My Clients For One Month

By Janet L. Hall

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I know exactly when I started falling apart, not mentally but overloaded with commitments and deadlines I knew I could make. But then suddenly, surgery was to be performed again, on Valentine's Day.

I've never hidden the fact that I'm just like you. I'm not perfect and I'm not super human just because my profession is as a professional organizer.

We all have things come into our lives, or out of, usually unexpectedly. We all have emergencies or things that come up that just have to be completed. We all have someone or something needing our attention. This is you, this is me, and this is life!

Many times clients call when their systems have broken down, if they even had systems. But many call because their world has fallen off its axis, leaving them and their world spinning out of control...out of balance.

If they completely ignore the situation or don't know how to get their world back into balance – into sync – the way it use to be, they will become overpowered by all the stuff in their lives.

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The daily errands of driving here and there for:

- >>Appointments
- >>Children
- >>Special events
- >>Meetings
- >>School functions
- >>Banking
- >>Food shopping
- >>Shopping
- >>Work

seem to make you drive like a maniac
down the street, racing and rushing from one place to
another. And even forgetting to stop at some places.

The daily activities one usually finds in a home of:

- >>Processing the mail
 - >>Answering the phone
 - >>Returning calls
 - >>Reading email
 - >>Replying to email
 - >>Cooking
 - >>Cleaning
 - >>Playing with the children or pets
 - >>Bathing the children or pets
 - >>Watering the plants
 - >>Reading
 - >>Being a buffer
- makes you just want to throw up your hands and turn
and run.

And what about the unexpected?

- >>Illness
- >>Visitors
- >>Spouse laid-off from job
- >>Someone moving in or out
- >>Computer problems
- >>A friend needing your ear, shoulder, and comfort
- >>A client or boss needing it NOW, instead of next week
- >>A child with special needs
- >>A child with needs
- >>Travel for your job
- >>Training for your job
- >>An accident

just makes you want to SCREAM that you have no time or
patience for all this!

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Your world has just exploded! What can you do about it?

On Valentine's Day my world exploded when I was told I would have to endure yet another breast surgery. I was working on my book, "Secrets of a Professional Organizer and How-To Become One," and the deadline was the end of February. And worse yet, we get short-changed a couple of days in February! WHO did that? Who thought this up?

Just three days after surgery and between work, clients, writing, and running a home I had to prepare to leave for Florida for 13 days to work with a client and attend school at the beginning of March. WHEW, makes me tired just thinking back on all this.

In Florida I stayed with a girlfriend, and had the guest/storage room with some closet space, one drawer,

and a small desk.

My journey into piles began. Things started living in piles:

- >>On the floor
- >>On top of my suitcases
- >>On the bed
- >>On the dresser
- >>On the chair and desk.

I had all my toiletries sitting out around the sink, carefully placed (but crowded together) so I wouldn't break anything or, God forbid, something fall into the toilet!

While in Florida I was so busy I really didn't get to work on any of my "normal" to-dos. I had so many new to-dos' there!

I went to school from 7 AM until 6 or 7 PM, grabbed something to eat and started working with my client, sometimes until midnight, once until 2:30 AM. (I was helping my friend "client", where I was staying, redo her whole web site and teach her computer stuff.)

When I returned home to Maryland, all the mail, all the errands, all my clients, and all my self-imposed deadlines and other's deadlines were waiting for me.

I unpacked (although I still have a couple of files in my

How I Became Like My Clients For One Month

computer case I need to get out and put away) and started making a pile here and a pile there. Some in the kitchen, some in the living room, some in the bedroom, and some really big piles in my office!

I didn't even touch the mail for the first three days. I didn't want to look at or deal with mail or the bills. I wanted to start spring-cleaning. All my clothes needed washed, dried, and put away.

As I looked around, all I could think was, "I'm becoming my clients. No time to think about this now. I have to finish my book, create CD labels, burn 100 CD's and put labels on them. Oh MY GOD! I forgot to order the blank CD's and labels before I left for Florida. I need them today. Okay, I'll just call and order today and get them shipped overnight. I still have to write the newsletter, return phone calls, reply to emails, and oh, I just want some really good sleep!"

The shipment came, as promised, the next day. I ripped open the boxes, got everything out and started working, leaving the packing material and boxes lie, wherever... See

Janet's Messy Office

I'm writing, researching, and tossing books here and there. I didn't care at that point. I thought, "I have great systems in place so when all this is over I can easily get everything back into shape, put stuff where it belongs, and get my world back into balance.

And so I have. After finishing the book, labels, CD's, returning calls and emails, and still working with clients I tackled my office. It took me just two hours to get everything in place and put away because I have a sorting and de-cluttering system, "The 5 W's of Organizing, a TEASER, and a TICKLE". And it works!
See Janet's Clean Office.

We all have our own ups and downs in life; life happens. We each ride the waves from the same Universe.

When everything is going 'just right,' we are riding our up waves; sometimes not even paying attention to our good 'fortune.'

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When things are going wrong we feel we are being slapped silly by the waves; causing us to tumble, crash, and sink to the bottom and depths of darkness, and asking ourselves, "What did I ever do to deserve this?"

But what goes down MUST come back up!

So what can you do to help get your world back into balance, and make your down waves less powerful?

Start by getting organized.

>>Create or find a common 'home' or zone for your things to live.

>>KNOW what to do with your stuff (do you really need or when will you use?)

>>Have systems and procedures in place.

Knowing where things "live" and how things are handled can sure make life a little easier for those 'off balance' days that we all experience.

Now I really must go. I still have to get out the newsletter, send out products, send out speaking materials, get ready for two presentations, do my taxes, take a test, read ten new books, and, oh yeah, plant some pansies in the garden and pick some asparagus.

Aha! Life is finally back to normal.

Smiles, not Piles,

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The Organizing Wizard, Janet L. Hall, is a Professional Organizer, Speaker, and Author of 'Secrets of a Professional Organizer and How-To Become One.' She is the owner of OverHall Consulting and Organizing By Phone. Subscribe to her FREE organizing newsletter at <http://www.overhall.com/newsletter.htm> or visit her web site at <http://www.overhall.com>

Tips on How to Get More Clients and Market Professional Services with Affiliate Fees and

Rewards Programs

By Michael Port

Create rewards for those that refer others to you. A reward could be anything from a formal affiliate program, where you pay cash for referrals, as I do, to coupons for discounts on your services, products, or programs, or a basket of gourmet food or homemade cookies.

For some service professionals, paying affiliate fees may be unethical or illegal in some fields, like the medical or legal fields, but for many service professionals it's perfectly acceptable, understood and appreciated. Just make sure to be very open about the fact that you give referral fees so that your clients know about it and understand why you do it. Two things to set your mind at rest about paying for referrals:

1. The people that you associate with will never send you referrals just for the 10 percent or so that you're paying for each referral. People only refer to you when they truly believe in what you have to offer. So, paying for referrals does not trump being wonderful at what you do. You must still go above and beyond to add value to the lives of the people you serve; and

2. You will not lose money by paying for referrals. You'll make money by paying for referrals. Let's run the numbers. Say you charge \$500 per month for your services and you currently have 10 regular clients. You're currently earning \$5,000 per month. Now, let's say that each one of your ten clients refers one more client to you at \$500 per month. That's another 10 clients for another \$5,000 per month. If you give a referral fee of only 10 percent you'll be paying each referee \$50 per referral for a total of \$500 in referral fees. Would you spend \$500 to make \$5,000 for a profit of \$4,500 and a new monthly income of \$9,500, almost double what you were making? I assume you would. I would. And think about what this means if you are currently making \$30,000 or \$40,000 per month. You do the math.

There is a very positive energy that is created around money when you do this. Money is a currency that needs to be exchanged. When you freely pass it back and forth, I believe that you increase your resonance around it and subsequently become more comfortable talking about it and accumulating it.

I offer affiliate commission on all of my products and programs to create this kind of positive, reciprocal, free-flowing electrified currency around money. I wouldn't have it any other way.

Michael Port Get more clients with Michael Port, expert marketing coach for small business owners and professional service providers. For FREE small business resources, networking opportunities, articles, advice and coaching on professional services marketing go to:

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