



15 Questions when Hiring a Professional Organizer

- 1. What are your areas of expertise?** (Some possible answers may include: clients with ADHD, time management, wardrobes and closets, financial matters, computer-related challenges, speaking, coaching, writing, estates, seniors, home staging, relocation, etc.)
- 2. Are you certified? If so, by whom?**
- 3. Are you insured?**
- 4. Do you attend conferences or tele-classes and stay abreast of current trends and techniques?**
- 5. Do you have local references?** (You will want to know if your potential organizer has repeat clients who hire her/him again and again and have a history of working together.)
- 6. Do you belong to any professional organizations?** (I would not hire a professional organizer who is not involved in some type of professional group or organization. To me, a professional affiliation demonstrates not only a commitment to the field but another way to check her out among other business-minded individuals.)
- 7. How long have you been in business?**
- 8. What hours do you work? What days of the week are you available?** (Make sure that this person's availability is a good match for your availability.)
- 9. Do you bring the necessary supplies, or do I purchase them separately?**
- 10. If you purchase supplies or materials at a discount, do you charge an "up charge" or an hourly shopping fee?**
- 11. Do you make arrangements to take away any donations, consignments, and trash? If so, do you charge a fee for this service?**
- 12. Do you work alone or do you have a team of employees or subcontractors, if necessary?**
- 13. Do you have advertising on your car?** (Ask this only if you do not want co-workers or neighbors to know you are hiring a professional organizer.)
- 14. Do you take photographs on my property (or, at my business)?** (Again, if privacy is a concern, a professional organizer who takes photographs may not be the one for you.)
- 15. What is your fee & how do you charge?** (Of course, I don't need to tell you to inquire about fees! Many options may be available, including hourly, by-the-project, or bulk rates. Ask also about possible cancellation fees, whether a minimum number of hours is required per booking, consultation fees, etc.)