

Suggested Questions to Ask a Potential Professional Organizer

1. Are you a *Certified* Professional Organizer® or are you employed and trained by a Certified Professional Organizer® or are you a professional organizer working on your own?
2. Have you received any personal training from nationally known Certified Professional Organizers® or Certified Productive Environment Specialists™?
3. Were/are you mentored by nationally known Certified Professional Organizers® or Certified Productive Environment Specialists™?
4. Are you involved with professional organizing on a national or international level?
5. What is your educational background?
6. How long has your company been in business?
7. Is your company incorporated?
8. Is your company insured?
9. If your company has employees, is your company bonded?
10. Do you show a commitment to your profession by being a member of NAPO (National Association of Professional Organizers)?
11. Do you show a commitment to your profession by being a member of the local NAPO chapter in San Antonio or Austin?
12. What kinds of organizing projects do you do?
13. Who is your typical/usual client?
14. How far ahead of time do I need to schedule an appointment with you?
15. Can you describe your organizing process/approach (consulting, coaching, hands-on, team organizing, seminars/workshops, etc.) and describe a typical working session?
16. Will I work directly with you, or will you assign an employee and/or subcontractor?
17. What is your fee structure?
18. Do you work with a written contract?
19. What is your cancellation policy?
20. Can you provide references?

Adapted from the National Association of Professional Organizers www.napo.net