



# clutter free<sup>®</sup>

Home • Office • Life

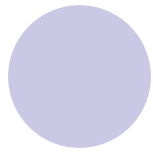
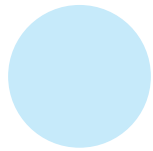
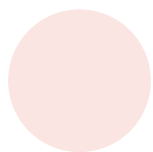
mess is stress  
order is  
peaceful<sup>™</sup>

# mess is stress order is peaceful™

Imagine if your world was clutter-free. You would never waste time searching for misplaced items... you'd no longer waste money buying items you already had, but couldn't find... your home and office would seem more spacious... your credit rating would be perfect because you'd pay all your bills on time... you'd spend less time and energy on mundane errands... you'd have **more free time** for life's pleasures... and most important—you'd relish the **peaceful** feeling that comes with having **control** over your stuff and time.

A place and time for everything. Easier said than done? Getting and staying organized does take planning and expertise. Our **clutterfree**® Professional Organizers can help. With more than 20 years of experience organizing homes, offices, schedules and special events, we can simplify and fast-track your path to an orderly life.

Whether you need to tame the clutter in your **home, office or life**, we can help you tackle even the most challenging tasks. Make **clutterfree** your organizing partner today.



order

# clutterfree® your way

Some people need more assistance than others, so we'll customize a level of support that's best for you. For example:

**Hands-On Organizing:** If you need someone to clean out and re-design your closets or files... set up a garage sale... orchestrate a move... plan and execute a party for six to 600... simplify your schedule... help get your finances under control... or handle just about anything that you don't have the time or skills to tackle—we're your "go-to" resource.

**Product Recommendations & Shopping:** Containers, closet systems and other storage solutions that keep your belongings neat and accessible are essential for organizing. Let clutterfree® share our expertise about the best products to meet your needs and budget. We'll shop with you, or do it for you!

**DIY Action Plan:** You've made the commitment to conquer your clutter, but perhaps you need some advice and encouragement to get started. Following an assessment of your needs, we'll provide a customized action plan, including a prioritized task checklist, product suggestions and tips for "doing it yourself."

**clutterfree Check-ups:** Maintaining order is an ongoing process. Our periodic check-ups will keep you on track and motivated. As needed, we'll provide hands-on de-cluttering and new strategies for staying organized as your lifestyle or needs change. Think of us as your organizing coach and cheerleader!

## Advisor

Haven't worked with a Professional Organizer before? We won't judge or scold you for cluttering, and there's no need to tidy up before we arrive. Our services are reasonably priced, and our relationship will be strictly confidential. Like your hair stylist, fitness trainer and computer consultant—you can count on clutterfree to be your trusted advisor.

There's no place like an *organized* home! If your home feels more like a storage room than a safe haven, let **clutterfree**<sup>®</sup> transform it into a more peaceful place. We offer:

**Room-by-Room De-Cluttering:** From kitchen to bath, family room to garage, we'll make the most of your space so that it's functional and comfortable. We'll help you decide which belongings to toss or donate, and we'll recommend the best way to organize what you keep.

**Closet Design & Installation:** We'll design and install the closet of your dreams so that you can see and retrieve what you need in a snap. Whether for clothing, kitchen pantry items, linens, home office supplies or general storage, you'll be delighted with your **clutterfree** closet make-over!

**Move & Remodel Orchestration:** From packing and supervising movers, to coordinating utilities and unpacking, rely on **clutterfree** to simplify your move. Or, if you're planning a home remodeling project, we'll help you get ready—and restore your home to order when the work is done.

**Household Management:** Cleaning, grocery shopping, cooking, errands, repairs, school functions, household bills, holiday preparations—the list never ends. Let us clutter-free your time with proven techniques that will help you speed through your "to-do list" quickly and efficiently.

**Photographs & Memorabilia Organization:** If you've run out of refrigerator space for your children's artwork... have box loads of photos to put in albums... or wish you had a better method for displaying or storing your cherished collectibles, let **clutterfree** organize and preserve your memories.



Whether you're a corporate executive, small business owner, home-based entrepreneur, or just starting your career, organizational skills are essential for maximizing productivity and creativity. Let **clutterfree**<sup>®</sup> help you organize for success in all of the critical areas, including:

- Space Design
- Supplies & Equipment
- File Systems (paper & electronic)
- Time & Project Management
- Staffing
- Meetings & Events
- Budgets, Bills & Expense Reports
- Business Travel

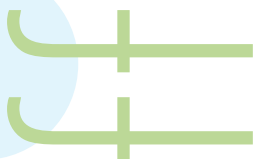
Have chronically disorganized employees or colleagues? Make their day with a **clutterfree** gift certificate, or host a **clutterfree** workplace seminar for groups of all sizes.

## Household paperwork

Medical records, tax returns, warranties, take-out menus and more—we can tame your household paperwork, too. Neat and orderly. Where you need it, when you need it.

## Student aid

If your "office" is the classroom, let **clutterfree** help you make the grade. From elementary school to graduate school, organization is the key to making the most of class notes, homework and research projects. And if you're college-bound, we'll help you organize the application process.





Imagine having a personal assistant with exceptional management skills who's able to take care of the many tasks that consume your time and energy. Consider **clutterfree**<sup>®</sup> your well-organized clone—on call to assist you in a variety of ways, including:

**Time Management:** Let **clutterfree** evaluate your routine and recommend proven time-saving strategies. Imagine: if you saved just 15 minutes a day, that's nearly eight hours a month—enough for a day off!

**Personal Shopping & Errands:** From researching products and best deals, to just picking up what you need, let **clutterfree** do the legwork. Relax and read a book... watch a movie... take a nap... enjoy your free time!

**Party & Event Planning:** Whether a corporate function, birthday party or holiday buffet, put **clutterfree** to work so that you can enjoy your guests. With 25 years of event planning experience, we can do it all—from venue and menu selection to invitations and decorations. We can even pen poems and toasts to mark your occasion.

**Back-to-School, Camp & College Preparation:** Getting your child off to school, camp or college—especially for the first time—can be overwhelming. Let **clutterfree** handle the preparations. Your child will arrive equipped, and you'll have enough energy left for visiting day!

**Expense Management:** If it seems like you're living "paycheck to paycheck," allow **clutterfree** to design an expense management system that's simple to maintain. And if you need some creative ideas for cutting costs without sacrificing your lifestyle, we'll show you how a little frugality goes a long way!

The daughter of a perfectionist father and a moderately disorganized mother, **Susan Fleischman** found her “calling to organize” early in life.

*“As a child, whenever my sister and I said we were bored, my mother directed us to kitchen cabinets, bureau drawers or closets that needed cleaning out,”* explains Susan. Following the lead of her orderly father, Susan seized opportunities to purge, categorize and label the family’s belongings.

Susan’s talent for organizing blossomed at college, when she created a color-coded system for organizing class notes. While her classmates pulled all-nighters cramming for exams, Susan’s ability to quickly sort, analyze and file information earned her top grades—and plenty of time for sleep (and fun)!

Her keen sense of detail led to a successful 25-year career in public relations and marketing for prominent food and beverage industry clients.



founder  
clutterfree®

With a reputation as a highly creative and thorough problem-solver, Susan has held senior executive positions at top national public relations agencies; founded a small boutique PR firm; and has thrived as an independent consultant. Over the years she’s trained dozens of professionals, and to this day, they all say Susan is the most organized person they know!

Subscribing to the “make your true passion your career” philosophy, Susan founded **clutterfree**® to help others benefit from having control over their stuff and time. While she and her team of experts take their work seriously, Susan’s down-to-earth nature and practical sense of humor makes getting organized easy and fun.

*“Being organized has helped me reduce stress and save time and money in my own life,”* she says. *“I find it extremely rewarding to share my expertise with **clutterfree** clients and ultimately, help have them have more time and energy for life’s pleasures.”*

# a place and time for everything

Easier said than done? Getting and staying organized does take planning and expertise. Our **clutterfree**<sup>®</sup> Professional Organizers can help. With more than 20 years of experience organizing homes, offices, schedules and special events, we can simplify and fast-track your path to an orderly life.

Whether you need to tame the clutter in your **home**, **office** or **life**, we can help you tackle even the most challenging tasks. Make **clutterfree** your organizing partner today.

## Gift certificates

More free time for life's pleasures and the peaceful feeling that comes with having control over your stuff and time—now you can put it in a box, tie a ribbon around it and share it with a family member, friend or business associate. **clutterfree** gift certificates are a unique and thoughtful way to celebrate any special occasion—the holidays, birthdays, weddings, anniversaries, college graduations, new job, new home, new baby and more.

## Referral rewards

Have a family member, friend, neighbor or business associate who needs help getting organized? Recommend **clutterfree** and we'll thank you, too. Call or e-mail to learn more about our referral rewards.

**clutter** **free**<sup>®</sup>

1540 North LaSalle, Suite 701, Chicago, IL 60610

Phone • 312.573.1070

Fax • 312.573.1001

Email • [info@clutterfreeme.biz](mailto:info@clutterfreeme.biz)

[www.clutterfreeme.biz](http://www.clutterfreeme.biz)

**clutterfree** is a proud member of the  
National Association of Professional Organizers