



## Ready to be Organized?

Being disorganized makes life hard. It makes it very difficult to achieve your goals and impossible to be your best.

- ◆ Been disorganized your whole life?
- ◆ Generally organized, but struggling lately?
- ◆ Organized, but facing an extra-big challenge?

The clutter and chaos don't mean life is broken. They just indicate that it's out of alignment.

## Open to the Process?

Whatever your situation, you can learn to be organized. And I can help. Here's how.

We slow down and get curious. We open up to learning and invest in becoming more aware of what makes you tick.

We explore your strengths, try on different perspectives, and experiment with new ways of doing things. You commit to taking actions of your own design. We examine what works, and we learn from your successes.

Gradually, with practice (independently, and via our coaching and hands-on organizing sessions) we bring your intentions and actions into alignment so that you're achieving your goals!

I partner with people to achieve transformational change in their lives.

We accomplish this via coaching and hands-on organizing.

**What is coaching?** Coaching is about who you are as a person, who you have the potential to be, and how we can close the gap between where you are now (your current performance) and where you wish to be (what you're capable of). Coaching is a conversation and "awareness-action-learning" process that gets at the heart of things and opens up possibilities for meaningful, lasting change.

**What is hands-on organizing?** Organizing involves rolling up our sleeves and digging into your stuff. We open up spaces, spread things out, and make lots of piles! You make decisions about what to keep or let go. Then we put items away in a new, functional order that works for your brain/lifestyle.

### Two Ways I Can Support You

**INTEGRATED SUPPORT** These sessions are an integrated mix of coaching (1 hour) and hands-on organizing (2 hours), conducted in-person at your home or office in the Ann Arbor area.

**COACHING** These sessions are 1 hour conversations, conducted by phone; ideal for clients in far-away places and/or clients who don't need hands-on support.

## Hi, I'm Nia

I'm a Certified Professional Organizer (CPO®) and Certified Organized Coach (COC®). If you'd like to know more about my services and how I can help, please get in touch.



## Let's Connect!

Nia Spongberg, CPO®, COC®

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## Self Assessment Tool

This tool is designed to help you gauge whether my services are a good match for your goals and needs at this time. I encourage you to thoughtfully consider each question and record your honest answer. There is information on the final page explaining how to interpret your results and possible next steps. If the prospect of completing this Self Assessment totally stresses you out, skip it! You can give me a call instead and we can discuss these things by phone. I'm at (734) 531-9024.

### DIRECTIONS

For each statement, circle the number that best indicates how true the statement is for you. (1 = not true for me, 5 = very true for me)

1. I've reviewed Nia's website in detail. What I saw and read there resonated with me. I think Nia might be a good match for helping me achieve my organizing goals.	1 2 3 4 5
2. I understand the coaching Nia offers, and its value.	1 2 3 4 5
3. I understand the hands-on organizing Nia offers, and its value.	1 2 3 4 5
4. I understand that the coaching and hands-on organizing Nia offers are not a "quick fix" but instead require a long-term commitment to help me achieve my goals (typically 3-6 months at minimum, sometimes longer).	1 2 3 4 5
5. I'm committed to creating space in my life for this important work. I will carve out time in my schedule on a regular basis for meeting with Nia (sessions are typically 3 hours long, spaced every 1 to 2 weeks), and for doing "homework" in between our sessions.	1 2 3 4 5
6. I've reviewed Nia's rates and determined that I'm able to pay for her service in a way that fits into my life/budget.	1 2 3 4 5
7. I'm in a place of good mental health.	1 2 3 4 5

8. I'm in a place of good self-care (diet, exercise, sleep).	1 2 3 4 5
9. Self-awareness and personal growth are very important to me.	1 2 3 4 5
10. I'm eager and ready to take the actions necessary to accomplish my dreams and change patterns that do not serve me.	1 2 3 4 5
11. I know the answers that will best serve me are within me.	1 2 3 4 5
12. I'm willing to try on new perspectives and experiment with new ways of doing things.	1 2 3 4 5
13. This statement best reflects my relationship with organization:  a. I've been disorganized for a very long time/my entire life. b. I'm generally organized, but lately I've been struggling. c. I'm organized, but right now I'm facing an extra-big challenge.	a.      b.      c.
14. In a few sentences or brief points, <u>this is a description of my organizing situation/challenge</u> – i.e. the reason I'm seeking Nia's support:	
15. I'm familiar with setting goals for myself and then working toward them.	1 2 3 4 5
16. I often achieve the goals I set for myself.	1 2 3 4 5

<p>17. In a few sentences or brief points, <u>these are my organizing goals</u> – i.e. the specific things I want Nia’s help in achieving:</p>	
<p>18. If I feel I’m not getting what I expect or need from Nia I will share this information with her and make clear requests as to what I need. I’m aware that this partnership can only be effective if I’m able to trust Nia and share my true self with her. If for whatever reason I discover that I’m not able to do these things, I will let Nia know.</p>	<p>1   2   3   4   5</p>
<p>19. In a few sentences or brief points, <u>these are things I know about myself</u> that will likely influence my partnership with Nia and the progress we make toward my organizing goals:</p>	

**NOW, TALLY YOUR NUMBERS.** After you’ve recorded an answer for each of the 19 questions, add up the numbers you’ve circled. There will be no numeric answers for questions 13, 14, 17 and 19, so these questions will not be a part of your tally. **Record the SUM of your numbers here:**

**SUM:** \_\_\_\_\_

# Interpreting Your Results

So, how do you interpret the sum of your numbers? Here's how:

<b>If your sum was...</b>	<b>Then...</b>
1-30	My services are probably not appropriate for you at this time. You may wish to explore one of the other resources listed near the bottom of this page.
31-45	My services might be appropriate for you at this time. You are welcome to contact me to discuss options.
46-60	My services would likely be valuable for you at this time. You're open to trying on new perspectives and ways of doing things, and you're committed to working hard for change. I encourage you to contact me to discuss options.
61-75	My services would likely be pivotal in your life at this time. You're ready to do what it takes to actualize and claim your life's purpose and achieve your potential. I encourage you to contact me to discuss options.

## Next Steps

If it appears we're not a good match for partnering at this time, you may wish to explore these resources where you can search for other, qualified organizing and coaching professionals:

- National Association of Productivity & Organizing Professionals – [www.napo.net](http://www.napo.net)
- National Association of Productivity & Organizing Professionals, Michigan Chapter – [www.napomichigan.com](http://www.napomichigan.com)
- Institute for Challenging Disorganization – [www.challengingdisorganization.org](http://www.challengingdisorganization.org)
- International Coach Federation – [www.coachfederation.org](http://www.coachfederation.org)
- Professional Association of ADHD Coaches – [www.paaccoaches.org](http://www.paaccoaches.org)

If it appears there's potential for a partnership, I encourage you to contact me – my contact information is below. Please save this Self Assessment and have it handy for when we talk. We'll go over some of your answers together.



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