



The Paper Solution® Certification Syllabus

WATCH THE ORIENTATION REPLAY AT [ORGANIZE365.COM/ORIENTATION](https://organize365.com/orientation)

PURPOSE OF THE PAPER SOLUTION® CERTIFICATION:

[The Paper Solution® Certification](#) was created before the physical [Sunday Basket®](#) and [Organize 365® Binders](#). This is because YOU (as a professional organizer) are the first line of support for people to achieve organizational freedom!

Our research indicated that Americans thought they would be living in a paperless world. The reality is we are not paperless, and we need to deal with the backlog of existing-household paper weighing down families. Despite living in the so-called “digital era”, many adults are living amongst paper piles, filing cabinets filled to the brim, and an endless influx of paper coming from mail, schools, insurances, doctors, etc. The tried-and-true approach of The Paper Solution® Certification will allow you to meet your client’s paper organizing needs through sustainable solutions that work.

OBJECTIVES:

- Sunday Basket® Workshops and Paper Organizing retreats will allow you to meet new clients and market additional services to them.
- Create more scalability within your organizing business - serve multiple clients at the same time during workshops
- Provide virtual services
- Paper organizing requires less physical output which allows Professional Organizers to provide services for decades to come!

SUPPLIES:

Included in your purchase of [The Paper Solution® Certification Course](#):

- ☐ The Sunday Basket Workshop® Certification Workbook
- ☐ The Paper Solution® Certification Workbook
- ☐ [A Sunday Basket®](#)
- ☐ [The Paper Solution® 4 Essential Binders](#)
- ☐ [Organize 365® Warrior MAMA Binder](#)
- ☐ [A signed copy of The Paper Solution® pre-release book](#)

Additional Recommended Supplies:

- ☐ [The Friday Workbox®](#)
- ☐ [Friday Workbox® Planning Day](#)

- ☐ [The Sunday Basket®](#)
- ☐ [Portable Sunday Basket®](#) - perfect for weekly slash pockets, attending client homes, onsite events, and the Organize 365® binders
- ☐ [Notepads \(small and large\)](#)
- ☐ [Organize 365® Coordinating Highlighters, Colored Pencils, and Productivity Tabs](#)

TIMELINE FOR TRANSFORMATION:

Many of the Professional Organizers that have become certified through our program have reported to us that prior to certification, they would avoid eye contact with paper piles and filing cabinets in their clients' homes. They struggled to find an approach to paper organizing that was complete and could be maintained. Organize 365® created a straightforward program to add a proven and trusted approach to paper organizing to your business:

1. Commit to The Paper Solution® suite of Organize 365® products:
 - The Sunday Basket® is the solution for active papers and projects
 - Organize 365® Binders replace and uplevel the filing cabinets. Now, your clients will have an easily portable solution for holding important documents.
2. Complete the online course, hands-on on-site training with the Organize 365® team, and enjoy witnessing the magic of an on-site Paper Organizing Retreat. Steps to success:
 - Complete the courses and implement The Sunday Basket®
 - Read *The Paper Solution*®
 - Successfully complete the online training course and pass the quiz
 - Complete HIPAA Training (not included in licensing fee)
 - Attend a private, virtual Paper Organizing Retreat to set-up your Organize 365® Binders
 - Attend the three-day, in-person training event
 - Complete the certification admission interview
3. Upon successful completion of the course requirements, you can be listed in the Organize 365® Certified Organizer Directory, where you will expand your reach even further. You will also receive an affiliate link that you may share privately for many of the Organize 365® supplies that you will recommend to your clients.

There are more than enough paper piles to keep everyone busy for a lifetime! Enjoy the ability to have your business pace pick up, without the physical exhaustion of many other home organization jobs.

TIPS FOR SUCCESS:

The Paper Solution® Certification is a wonderful add-on to a full-service Professional Organizing business. Here are some tips to maximize your success with The Paper Solution® Certification:

- Don't wait until you have all your paper organized before you apply for your certification. There will be time for that - you can go ahead and apply for certification when you are ready to start offering these services.
- Pick your in-person training event right away
 - Create your personal certification timeline
 - Get into one of the events before the end of year - these are selling out quickly, and we will release more dates for 2023 soon!
- Book your hotel & travel
- Once completed, communicate with Organize 365® about your own Paper Organizing Retreats, and they will be marketed on our events calendar!
- Get started! Reach out to your community to offer Paper Organizing Retreats - both in-person and virtually. This will also expand your reach for meeting new clients. Think of Paper Organizing Retreats like an "Open House."
- The Paper Solution® Certification is an enhancement to your business, not a business in a box.
- Clients that find you through the Organize 365® Certified Organizer Directory will expect you to have a thorough understanding of the Organize 365® culture. They will want you to empower them through an approach steeped in grace and progress over perfection. The goal is helping your clients deal with their paper by learning better habits, while implementing sustainable, organizational systems.

OUTCOMES:

The Paper Solution® Certification will open the door to add positive, transformation-minded clients to your business! We are all better when we work together. What does it look like to partner with Organize 365®? Here is how our current certified professional organizers have described their experiences:

- *The leads I get from Organize 365® are hungry to learn.*
- *Organize 365® clients are full of grace for themselves & others, they want to continue to invest in themselves.*
- *The clients that find me through Organize 365® are hopeful and believe that they can become organized, they enjoy learning the skill of organization and are a joy to work with.*
- *The Organize 365® team is a wealth of knowledge, they answer all my questions and give me ideas to uplevel and build my business.*
- *I found my people!*

NEXT STEPS IN ORGANIZATIONAL JOURNEY:

Organize 365® is a community of people working in collaboration to unlock lost time caused by disorganization and invisible work. YOU are Organize 365®. We're so excited to have you join us and share your organizational gifts with us and our community!

- [Select your Paper Organizing Training Date and Location](#)
- [The Friday Workbox®](#)
 - The Friday Workbox® will provide you with a proven solution and

teach you habits similar to those of The Sunday Basket®, but for your work.

- [Listen to The Friday Workbox® Podcasts](#)

ADDITIONAL RESOURCES:

- [Visit our website dedicated to The Paper Solution® Certification](#)
- [Set-up a call with Organize 365® to ask questions and learn more](#)
- If you are just getting started we have a program to help you - [Professional Organizer Think Tank START Program](#)
- [Listen to the Professional Organizers Think Tank Podcast](#)

