

## Virtual Tidying Worksheet

Is virtual tidying right for my business? (Time restraints, business/travel expenses, physical limitations, reaching a new market, client results (ex: organized home vs. changing mindset)

What life experiences, education, hobbies, careers in my life can I bring to my KonMari virtual consultation sessions to benefit my clients while adding a unique value to my service?

What keeps me from doing virtual tidying? (Insecurities, other limitations)

Reading over the response to the previous question, how can I reframe those obstacles and see them as opportunities?

Is virtual tidying right for my current client/ target market? If not, who are my ideal virtual tidying clients?

When deciding if the client is suitable for virtual tidying, look for:

- Commitment to make a change
- Trust in you to be the one who can help
- Does their family support or want to be involved in tidying
- How big is the home, and how much stuff do they have? Is it manageable?
- Does the client have physical limitations?
- Does the client have emotional limitations?
- Does the client feel comfortable using their devices for online calls?

Since I can't offer physical help to my clients, what type of help can I offer them, or what goals do I want to achieve on these calls?

Make a list of items I need to support my virtual tidy sessions. (ex: Folding kit with sample clothing, document with links for folding videos, samples of clear envelopes for paper storage, sample containers or drawer dividers, etc.)

What do I need to set up in my home office for virtual tidying? (Equipment, lighting, sound, background, comfort items during the call)

What features are important to me when choosing an app for hosting my virtual sessions?

- Cost of the app
- Ease of use
- The number of people who can attend (one-on-one or group, how many people?)
- Recording option
- Security/Password protection
- Screen Sharing
- Call analytics

### Reminders for conducting virtual tidying sessions:

- The client still needs to complete their vision and share it with you.
- Reminding them the goal of your sessions is to help hone their joy checking skills and for you to help them stay on track
- They need to have a plan for removing items from their home.
- Boxes, bags, post-it notes are ready before each session.
- Play with the kids or walk the dog before their session
- Plan to set aside time after the call or days after to complete the category
- Keep a folder (using the client's name) to store your client's before and after photos.
- Double-check the link for the call; the time zone is correct, setting yourself reminders.
- Use the before photos to help you decide how much to tackle during the session.
- Ask questions throughout the session to help them recognize how they made decisions on those purchases and look for patterns and habits that may cause their clutter issues.
- Leave 20-30 minutes to teach them how to store/put away their things.
- Follow up is part of your session to fine-tune or troubleshoot
- Lots of checking in of how they are feeling before, during, and after
- Repeat what you hear, so they pay attention to their inner thoughts.
- Keep track of where they put things so the piles are clear.