



# Professional Organiser

I'm Narelle King, the founder of Simply Happy. I'm a Professional Organiser and yoga teacher with an Education background. As a mum formally identified as neurodivergent and through my work supporting other neurodivergent families and children like my own, I know first-hand the challenges.



I'm a member of the Institute of Professional Organisers International and the Victorian Institute of Teaching. I've had a podcast Simply Happy Conversations since 2021 that's a mix of solo and guest episodes sharing organisational strategies so that listeners can start to simplify their life and prioritise their health.

## I work with

I specialise in working with neurodivergent families using neuro-affirming practices that accommodate the client's needs. I help individuals and families with organisational challenges implement simple organisational strategies to create a clutter-free, safe, functional and happy home.

## I also work with individuals or families who need assistance with

- decluttering and organising to make the home safe and functional
- establishing systems to implement in their home
- packing, moving and unpacking for a move
- rearranging furniture to cater for a disability or sensory need
- administration tasks and setting up a streamlined system
- downsizing or simplifying life



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## How I can help?

- Set up routines/rituals to assist children.
- Create a calm and relaxing space for sensory needs.
- Rearrange furniture to cater for a disability to make the area more functional.
- Declutter and organise an area to make it more functional and safe.
- Implement systems in your home to maintain an organised and functional home.
- Implement systems in your home to help your child become more independent.
- Implement systems around meal planning and food preparation.
- Implement systems around study and school work.
- Declutter paperwork and digital administration and set up a streamlined system.
- Downsizing and simplifying life.
- Packing, moving and unpacking in a new home.

## What's included

- Personalised organisational strategies tailored to build independence and skills.
- Contribute to your existing team of Allied Health Professionals and/or Educational Supports.
- Support to achieve your vision and goals with organisational strategies.
- Organise pantry, laundry, bedroom, wardrobe, kitchen, toy room, garage, sewing room any space in your home.
- Identify the hot spots in your home. Discover the vision and function you want for the room.
- Provide non-judgemental guidance and support to declutter and organise the hot spots in your home.
- Hands-on assistance in your home or virtual support.
- Source the best storage solutions for your space. Provide links to the best solutions
- Removal of donations from your home to designated donation



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## What's not included

- Cleaning. Vacuuming and cleaning will be done when furniture is moved or shelves are emptied before placing items back.
- Removal of rubbish. I can coordinate a skip for an extra charge.
- Delivery of furniture. I can organise delivery for an extra charge.
- Sell items on behalf of clients.
- Transport clients or their possessions.
- Make decisions about items to be discarded on behalf of the client.
- Purchase storage solutions. I can organise purchases for an extra charge.

## Onboarding Process

I have an enquiry form that provides further details and information about the enquiring individual. I can either call, message or email new enquiries to organise the initial session depending on their preferred contact method.

The initial session is either on the phone or in person at the client's home depending on the client's needs.

- Explain how I work
- Identify hot spots in your home and the challenges
- Discuss the vision and goal for your space
- Create a plan that we can implement at their pace
- Session could be supported by an onsite support worker, case manager or support coordinator
- On request emailed discussed plan with personalised next action steps and recommended products



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-Service agreement is emailed to be signed online

The minimum face-to-face hours per session is 2 hours within the Geelong Region.

The minimum face-to-face hours per session is 3 hours outside of Geelong.

The minimum virtual hours per session is 1 hour.

Travel charges will apply. Travel and cancellation fees are included in the service agreement.

**If you have any other questions please feel free to contact me -  
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