



CLEAR YOUR WAY!

Ellen Faye
Organizing Coach and
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What is an Organizing Coach?

By Ellen Faye

Ellen Faye Organization

The synergy of organizing, coaching, and consulting can bring dramatic results for the business person. Be it a high level manager, a technical mid-level manager, or a small business owner, similar challenges exist; too many things to do, too many emails, too many obligations, and not enough time.

As an Organizing Coach I've worked with my clients to help them discern priorities and develop techniques to help them to accomplish them. Quite often an overwhelming amount of to-dos and stuff motivates them to make the initial call to hire me. Yet after learning the value of an Organizing Coach a long term relationship often develops.

Typically when organizing a business client we begin by assessing what is working, what isn't working, and where the stressors are. By evaluating these issues, the root problems tend to surface. Papers may be sitting on the desk top because there is no place to put them – but the reason there is no place to put them could be that the client doesn't want to put them away because the task isn't completed. And the task isn't completed because there are too many things to do. And then we find that things aren't getting done because we don't know the best way to do them. Or maybe they weren't as important as the client initially thought.

An Organizer provides techniques and transfers skill to help you maintain order and control. A Coach helps you determine for yourself what you want. A Consultant brings expertise to the equation. By combining organizing, coaching, and consulting we:

- Determine what the most important priorities are.
- Create tools and techniques that match your work style and learning style to accomplish the tasks you've determined as most important.
- Identify and implement processes to make the systems “stick.”
- Clarify direction for growth and development.

We begin with space, evolve to processes, and many times find ourselves organizing concepts and ideas. Yet we often revisit space and processes. Especially for the home-based business entrepreneur, without

a regular support structure, it is important to keep the focus on the priorities of the business – combining tools to do what has to be done today and balancing them with forethought to make tomorrow better and stronger.



Ellen Faye is founder and Principal of Ellen Faye Organization, a Professional Organizing, Coaching, and Consulting firm located in Southern New Jersey since 2001. She is a Certified Professional Organizer and has trained under Denslow Brown in the highly acclaimed Certified Coach Organizer Program. Her passion is helping clients identify their goals and find the balance and skills to reach them through organization.

Ellen welcomes your inquiries at ellen@ellenfaye.com or through www.ellenfaye.com.