



DEE SELBY
Professional Organizer
& Productivity Coach

SERVICES

Effective 1/1/2025

On-Site Organization, Home

\$60 per hour

- Strategy Session
- Organizing
- Moving Prep for Downsizing / Upsizing
- Repurposing Space
- Decluttering
- Donation Inventory
- Donation Delivery (limited)
- Home Management Systems

On-Site Organization, Office

\$60 per hour

- Initial Strategy Session
- Filing & Inventory
- Shredding
- Filing Systems
- Organizing supplies and break rooms

Do-It-Yourself Organization Strategy

\$250 for 30 days

- 1-2 hour on-site/on-line tour and strategy session
- Written plan of action emailed to client
- Access to organizer by text or email with call back
- Weekly accountability and follow-up phone calls

Productivity Coaching

\$100 per hour

- Strategy Session
- Writing Coach
- Paperwork Management
- Whiteboard Coaching/Mind Mapping
- Time Management
- Goal Setting