

## About the Company



Carol Seneker, Professional Organizer, is the founder and owner of Simple Organizing Solutions. After years of corporate management, Carol created her own company to help her clients eliminate chaos and maintain effective systems to become and stay organized. It is her passion to be tidy and to keep things organized, and her goal to create peace in what can be a chaotic environment.

Carol earned a management degree from Robert Morris University in Pittsburgh, Pennsylvania. She has 15 years experience in business and five years experience in Lean Manufacturing, an organizing technique used on production floors. The goal is to incorporate less human effort, less time, and less space to fine what you need, when you need it.

Her corporate experience brings Carol's clients proven organizing principles and processes that can help manage any area of your business or home.

Carol provides organizing systems and solutions that are unique to your needs. These systems will help you be more productive by reducing clutter and stress and restoring control. Carol is a member of the National Association of Professional Organizers (NAPO) and the Michigan Chapter of NAPO.

## How organized are you?

- Have you lost control of the clutter in your office?
- Do you have any idea where last year's files are?
- Does it take hours to locate an important phone number?
- Is it hard to decide which mess to tackle first?
- Are you unable to park your car in the garage because it's overflowing with stuff?

**It's time to call SOS...  
Simple Organizing Solutions**

Helping you take the first step in  
simplifying your home...your office  
...your life.



**Contact us today!**

**734-368-0529**

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**Simple  
Organizing  
Solutions**

**helping you simplify your  
life**

home



office



life



**Professional Organizing  
Services for Residential  
and Business Clients**



## So, how does SOS help you simplify your life?

Your space has the potential to be a reflection of you...how you want to live, how you want to function.

### But where do you start?

A professional organizer brings **expert consultation** coupled with **proven processes and techniques** to help you take control of your space...and take back your life.

Whether it's home and business organization, or information and time management, SOS can help you and your space reach its full potential.

### your home

- ✓ Purge, de-clutter and organize all the rooms in your house, including attics, basements and garages.
- ✓ Design smart storage solutions that take advantage of the space you have.
- ✓ Create well-organized, functional dream kitchens and bathrooms.
- ✓ Design closets with shelves, drawers and hanging space.
- ✓ Create a home office with organized files, an efficient workspace, and commonly used items within reach.

### your office

- ✓ Design and create a professional office space that actually helps your business.
- ✓ Create file systems that keep your office running smoothly and efficiently.
- ✓ Devise goal-setting and time management strategies.
- ✓ Design a space that works for you.

### your move

- ✓ Prepare for the sale of your house or the move into your new home.
- ✓ Protect your valuables with tried and true packing techniques.
- ✓ Supervise an estate sale.

### your event

- ✓ Plan and coordinate business and family events.
- ✓ Plan large and small meetings.
- ✓ Provide organizing training for you and your staff.

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**Take back your space.**

**Take back your time.**

**Simplify your life.**

**Simple Organizing Solutions**