

How to become a Clutter Clearing Consultant

From understanding Clutter
To being a Consultant

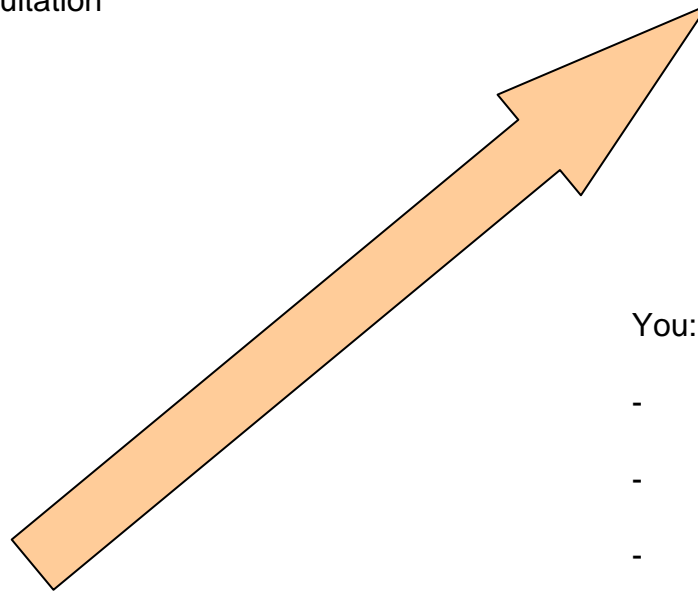
Working for The Clutter Clearing Consultancy



The Clutter Clearing Consultancy:

- Pay you a set figure for carrying out a home consultations in your area
- Carry out the follow up support
- Provide all the tools and resources each time you undertake a consultation

Level 2:
Clutter Clearing
Consultant



Level 1:
Clutter Competence

You:

- Simply carry out the consultations as they arise
- Get paid a fixed amount for each consultation.
- Have the option, once you have the experience, to turn working as a consultant into your own business.

Step 1: Clutter Competence



Step 1:
Clutter Clearing Competence
2 day course
£350



Certificate of Clutter
Clearing
Competence

Step 2: Clutter Clearing Consultant



Clutter Clearing Consultant
Course

2 day course

£350

Submission of 3 consultancy
case studies with testimonials

Presentation of the case
studies at the bi-annual
Consultants Training Weekend

3 clutter coaching sessions

£75 each

Attendance at the bi-annual
Consultants Training Weekend

£350

March & September



Clutter Clearing
Consultant
Certificate

Enabling you to carry
out:

- 1-2-1 consultations

Attend bi-annual Clutter
Consultants weekend to keep
certificate valid

£350

Areas allocated on a first come
first served basis

Promotion of your region/area
through google

A Clutter Clearing e-mail
account for you and your
region/area

A national Press Release
announcing you as a
consultant in your area

Option to carry out 1-2-1 home
consultations that come in for
your area on which you will be
paid a fixed amount.

Promotion of your region/area
through the weekly top tip e-
mail

Promotion of your region/area
through the members area

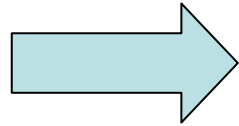
Promotion of your region/area
on the website

Step 3: Once you have qualified as a Clutter Clearing Consultant

Clutter Clearing
Consultant
Certificate

Enabling you to carry out:

- 1-2-1 consultations



One day induction in
Banbury

FREE

How does a Consultant earn an income?



Consultants are paid :

- a fixed amount for all:
 - 1-2-1 home consultations that they choose to carry out (in their area or elsewhere if appropriate). They are required to do:
 - Initial contact
 - Consultation
 - Submission of feedback about the consultation to head office
 - 6 weeks of follow up
- When consultants are booked for a home consultation they are required to submit an invoice to The Clutter Clearing Consultancy for the consultation and follow up (all templates are provided on disc to consultants. Registering as self employed is very simple)
- commission on:
 - all sales on the website of Workbooks, eBooks, Clutter Clearing Category Cards, membership subscriptions, workshops etc that are from their area (therefore if they choose to do leaflet drops in their area this increase the probability of these commissions)
 - Any workshops that they choose to assist with in their area
 - Any corporate consultations that they assist with in their area
 - All reward button subscriptions that they generate (regardless of the region that reward button may cover)

How does a consultant get work?



We cannot guarantee how much work you will get – I wish we could but there's no such thing as a sure bet unfortunately!

However, as with any part time or self employed work, you'll get back as much as you put in. That's why we recommend that becoming a consultant working for the Clutter Clearing Consultancy in this way may be a good first step to becoming a full time Consultant as it will enable:

- You and us to grow the awareness of a clutter consultant in your area
- You to get valuable experience
- Cost significantly less than becoming a self employed consultant
- Enable you to concentrate on building your skills as a consultant without having to worry about running your own business
- Be lower risk than becoming a fully independent consultant
- To do consultations at weekends only if you work during the week (most people don't take annual leave to do their de-cluttering and prefer the flexibility of having consultations at the weekends).

How does a consultant get work?



The probability of getting consultations in your area will be increased significantly in 2 ways.

Firstly, The Clutter Clearing Consultancy will help by:

- Setting up a google campaign for your chosen area/towns to ensure people looking for help in that area find you.
- Promoting your areas via:
 - The weekly top tip
 - The members area
 - PR releases
 - Set up workshops in the new area as an option on the website
- Undertaking targeted research and follow up in your new area of key target audiences

How does a consultant get work (cont)?



Secondly, consultants can increase the probability of getting local work by:

- Doing local leaflet drops (flyers provided free)
- Join a local networking group to get the word out that there is this service in the area (A Clutter Consultant will attend the first meeting with you if you wish).
- Run a local Clutter Cluster for on-line members

What we will provide you with



Templates for:

- Consultations
- Feedback forms (consultant to head office)
- Invoicing head office for consultations
- Follow up support to your clients
- Recording income and expenditure as self employed

Contacts for

- Insurance
- Business advice (if you want to develop it over time)
- Networking groups in your area

Other

- A Clutter clearing e-mail address
- Call handling service (so you don't give out your personal home phone number)

Practical things you will need to be a Clutter Clearing Consultant



- Access to and use of a computer and telephone
- A mobile telephone (for health and safety purposes)
- Insurance (we will help you arrange this)
- You must be registered self-employed for tax purposes
- Ability to get to client sites. You may choose to cover areas and postcodes to which you can easily get without a vehicle.

Health and Safety as a Consultant



Health and Safety is very important for our consultants. Consequently the following measures are taken to ensure you, and the clients, safety at all times:

- As part of your induction we will cover health and safety with advice from experts.
- Consultants do not help clients physically lift or move their clutter.
- When carrying out a consultation, Consultants are required to:
 - call the office when they arrive outside the client site (before entering a property) and to confirm the address they have arrived at.
 - The office will call the consultant back 5 minutes later to ensure they are safely in the home and all is well.
 - The consultant is required to call the office at a set time half way through the consultation and then again when they leave a clients property.
 - If at any time calls are not received or the office cannot get hold of the consultant the office will call the police and advise them of the address they are at.

Clutter Clearing Calendar 2008



- **January**
19th & 20th Clutter Competence Training £350
- **February**
9th & 10th Clutter Clearing Consultants Training £350
- **March**
15th & 16th Consultants Training Weekend £350
- **September**
Consultants Training Weekend £350
- **October**
Clutter Clearing Consultant Open Day FREE
- **November**
Clutter Competence Training £350
- **December**
Clutter Consultants Training £350

0870 429 9594 N.B. All training takes place in the Banbury, Oxfordshire area.

What to do next....



If you are still interested in becoming a consultant then we'd love to meet you. Call us on 0870 429 9594 to find out more.

If you are able to attend a free open day then you will be able to ask Clare Baker, Specialist Clutter Clearing Consultant all your questions about how it works, what support you'd get as a consultant, how to get started etc.

Then you can think about it, sign up for Step 1: Clutter Clearing Competence and begin working towards becoming a consultant.

You can take as long (or short) as you like. There are no time limits, you can go at your own pace, and as far as you wish to go with the process.

Call us on **0870 429 9594** to find out more.....