

Professional Organizer Hiring Project

Thank you for your interest in joining Your Tasks - Our Time!

Now that we know a little about you from your application, we want to see how you organize. Please follow the instructions below to submit your organizing project in order to be considered for an interview.

Instructions:

We ask that you submit the organizing project below to allow us to see your attention to detail, your creativity and how you think.

Find something that needs to be organized.

Examples: Coat closet, junk drawer or bathroom cabinet.

- 1) Identify the current problem with the space. (1-3 paragraphs)
- 2) Explain your solution to create a better space. (2-4 paragraphs)
- 3) Write up a step-by-step process on how you solved the problem.
- 4) List any products you used to organize the space. Include links to products online if possible.
- 5) Include before and after photos of the space.

Bonus:

Include a headshot or video submission so we can get to know you better. Tell us why you want to be a professional organizer, why you want to join Your Tasks – Our Time team, and something interesting about yourself.

Submission:

Please submit your project via email to darla@yourtasksourtime.com in PDF format. Photos should be attached with your submission in JPEG format or embedded in the PDF document.