

Caroline Totah, Organizer-Coach, Service Options

Service	Appointment Length	Description	What's Included	Cost
Phone Coaching	50 minutes	<p>We meet via phone to discuss your goals and develop action plans customized to your unique profile of values, needs, strengths and challenges.</p> <p>Coaching calls may be scheduled one at a time or at regular intervals, depending on your preferences and our mutual availability.</p>	<ul style="list-style-type: none"> • Summary of pertinent points of call emailed to you within 24 hours • Email/text support and accountability check-ins between calls and for 4 weeks after last call, if desired. 	<p>\$125 per call</p> <p>Payment due in advance:</p> <ul style="list-style-type: none"> • 5% discount when pre-paying 5-10 calls • 10% discount when pre-paying 11 or more calls
In Person Support <small>Available only in certain locations within the San Francisco Bay Area. Please call for more details.</small>	<p>3 hours</p> <p>Shorter or longer appointments available upon request. Surcharges may apply.</p>	<p>I come to your home or workplace to provide onsite productivity coaching and in person support for organizing and de-cluttering tasks. I will perform relevant hands-on work, to the extent you desire. This is a collaborative, fluid process. Together, we will determine how best to proceed, based on your goals for the appointment.</p> <p>Appointments may be scheduled one at a time or at regular intervals, depending on your preferences and our mutual availability.</p>	<ul style="list-style-type: none"> • Basic supplies for sorting and de-cluttering, as needed • Email/text support and accountability check-ins between appointments and for 4 weeks after last appointment, if desired. 	<p>\$90/hour</p> <p>Payment due at time of service, or may be paid in advance:</p> <ul style="list-style-type: none"> • 5% discount when pre-paying 1-2 appointments • 10% discount when pre-paying 3 or more appointments <p>Travel fees of \$25-\$50 may apply for some locations.</p>

Services may be combined. Please contact me to discuss your specific needs.

