

Live Well. Start Now.

PERSONAL ORGANIZATION

If you are constantly spending time 'cleaning up' or searching for that lost file, key shoe or spoon, - know this: we can help you clear your space and create order so that you can finally think. We can help you free yourself from the clutter that is blocking you so that you can get on with the business of living.

Closets • Home Office • Books • Photographs • Estate Clearance
Time Management • Kitchens • Paperwork • Filing Systems • Garages •
Basements • Attics

RELOCATIONS

Coordinating and managing moves • Disposal and donations • Storage and household inventories • Transfer of utilities & change of address • Unpacking

We can save you time and headaches by managing all aspects of your move. At the new home, we can unpack and organize you right away so that you're ready to go!

LIFESTYLE MANAGEMENT *

Errands (*Pick up/Drop offs*) • Personal Assistance • Business Referral • Waiting Service (*cable, phone, delivery*) • Reservation and Appointments (*medical, beauty, spa*) • Out of Town Services (*key holding, house & pet sitting, mail*) • Creating Travel Itineraries (*hotel, air, car, yacht reservations*)

Contact us today to get started. We offer 6-12 month packages on Lifestyle Management and Personal Assistant services.

EVENTS*

• Project management • Budget development and analysis • Conceptual program development • Script and speech writing • Radio and television PSA production • Production and execution of live concerts, fundraisers, conferences and private events • Celebrity recruitment

Special projects are our profession. Tell us what you need done; we'll make it happen.

Personal Organizing / Relocations with Liani:

I offer a free initial consultation in your space.*

We'll meet and take a look at your apartment, house and/or office. Together we will talk about goals for the space, then move forward with a tailored plan to help you achieve them.

Some sessions we may sit together to purge, for other sessions, I'll work alone or with another organizer or service partner.

I offer complimentary phone and email support throughout your project.

Cancellations

A 48-hour reschedule/cancellation notice is required for all scheduled appointments. A \$75 fee will be charged if cancellation occurs less than 48-hours prior to an appointment.

Referrals

I am grateful for your referrals. For every new client you refer, I will give you one free hour of organizing!

Contact: Liani Greaves (917) 561-9814 liani@lgmevents.com

Major Credit Cards Accepted
Member of National Association of Professional Organizers