



Organizer Forms

Achievement Badge Worksheet:

- Use this worksheet to record your Achievement Badge milestones. Once you have achieved a badge, scan this worksheet, and email it to help@meinorder.com.

Closet System Measurements Worksheet:

- Use this worksheet when designing a closet system for your client. It's formatted for elfa® closet systems but can also be used for other systems as well.

Community Service Hours Badge Worksheet:

- Use this worksheet to record your community service hours. Once you have enough hours to earn this badge, scan this worksheet and email it to help@meinorder.com.

Continuing Education Badge Worksheet:

- Use this worksheet to record the approved continuing education courses you have taken. Once you have earned the badge, scan this worksheet and email it to help@meinorder.com.

Moments of Excellence Checklist:

- As a new Expert Organizer, this is a checklist that you will want to complete after each session. Checking off this form after every session will help you memorize the Moments of Excellence for every session. Our hope is that with some repetition these session “mile-markers” will come naturally, and a checklist will no longer be necessary.

Tip: Use the provided laminated Moments of Excellence and dry-erase marker to check them off after your sessions. Then take a picture with your device and upload it to your clients' images area in Quickbase. Once complete, wipe it off and use again. 😊

Partner Earnings Report:

- Use this form when you want to manually keep track of your own Partner Earnings.

Tip: This form is not required by Central – our system keeps track of your Partner Earnings for you. 😊

Lead / Client Intake Form:

This form is designed to help you capture all the information needed from a new client to properly enter them into the MiO platform system.

Once the form is completed you will want to:

- Add the new client as a “New Contact” in Quickbase.
- Add the new appointment to Acuity.
- Add an Activity to your new contact profile with the notes regarding your interaction with them.

Tote Bag Checklist:

- Use this checklist when inventorying and preparing your supplies for future sessions.