



What To Expect When Working With The Time Butler

Clients often ask what happens after reaching out to The Time Butler for organizing or productivity services. Below is the process.

We generally book out 6-8 weeks in advance, so please reach out at the earliest opportunity.

Projects start with a 20-minute complimentary phone consult to:

- Evaluate your goals
- Answer your questions
- Ensure we're a good fit
- Ensure the timeline works

If you decide to move forward with us:

- We schedule your appointment at a mutually agreed-upon time
- We send over our client agreement for your review
- If you agree to the terms, we'll send the Client Agreement via DocuSign
- You sign the agreement & DocuSign sends it back to us
- If you prefer not to go through DocuSign, you can Initial & Sign the agreement and send both pages of the signed agreement back to us

Once the agreement is in place:

- We assemble & coordinate the team, if any
- We order supplies, if any
- We take care of any other pre-appointment preparation
- We keep you informed on our progress

A few days before the appointment:

- We send an appointment reminder
- We send an email introducing the team, if applicable

On the day of the appointment:

- We arrive and introduce ourselves
- We get to work

READY TO SCHEDULE A FREE PHONE CONSULTATION? [EMAIL LISA TODAY](#)

