



**YOUR  
ABSTRACT  
ASSISTANT**

*Your Life. Simplified.*

WELCOME

# THE S.H.A.R.E PROGRAM

*SYSTEMS, HABITS, AND ROUTINES EDUCATION*

*with Professional Organizer, Efficiency & Solution Expert,  
and Life Management Coach,*

*Abbe Hardiman, Owner & Founder of  
Your ABstract Assistant.*

*The SHARE Program is a 12-Week Course on  
Simplifying & Organizing Your Life.*

*Learn how to empower yourself to determine, implement,  
and maintain organizational systems, daily habits +  
routines that will change your life for the better.*

Email: [help@abstractassistant.com](mailto:help@abstractassistant.com)

Text: 603-303-4363

[www.abstractassistant.com](http://www.abstractassistant.com)





# NEW CLIENT FORM

Email: [help@abstractassistant.com](mailto:help@abstractassistant.com)

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Today's Date:

Name:

Physical Address:

Mailing Address, if different: Same as Physical

Cell Phone Number:

Can We Text? Yes No

Email:

Remember to add [help@abstractassistant.com](mailto:help@abstractassistant.com) to your safe senders list.

Who Lives in Your Home? First Name, Age.

Because I am high-risk, I need to know: Are you & your family fully vaccinated?

YES NO

Would you prefer that I wear a mask while we work together?

YES NO

I need to wear sneakers while we work in your home. Do you prefer that I switch shoes at entry?

YES NO

Do you have any pets? How many & what kind?

Anything else you would like me to know?



# TELL ME ABOUT YOUR LIFE

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TELL ME ABOUT YOUR LIFE

*Why do you want help in getting more organized?*

*What about your space or daily routine brings you stress regularly?*

*Briefly describe your ideal (realistic) day.  
Things you would do. Routines & Habits you would have.*

*If you need more room to write, feel free to use the back of this page or another blank sheet of paper.*

*You understand that getting organized and creating new habits & routines takes time.*

*You must be patient and gentle with yourself.*

*Nothing worth having happens overnight.*

*You are committed, engaged, motivated, and excited about working towards changing your life.*

YES NO



# PROGRAM DETAILS

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## SHARE Program Details

### 6-Hours of In-Home Systems Work

Four (1.5-hour sessions) will be spent together establishing & implementing systems throughout your home. I will show you opportunities for efficiency & chaos control. Most of the heavy lifting will be completed by you between sessions. Each session will have action items for you to complete before our next session. (Aka "homework".)

### 12-Hours of Coaching

Six or more sessions of Habit & Routine Coaching, virtually. Using Zoom, we will use each session to empower you to determine, create, implement and practice the habits and routines that you have chosen to make your life more simple, less chaotic, happier, calmer, and more successful in all you do.

### Unlimited Texts or Emails\*

I am here for you throughout this process. I will coach, answer questions, give support & encouragement, and hold you accountable to your best self who wants to create better habits + routines for your life. Sometimes even on the days you don't feel like it.

\*I may not always be able to get right back to you, but I will reply as soon as I can.

### 30-Minute Google Keep Training

I have used many productivity apps & GK is my favorite. We will share info on this app to keep us on the same page about your progress. I will teach you how to effectively use this app as a super helper in your SHARE Toolbox.



# PROGRAM DETAILS & TUITION

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## Supplies

During our time working together, I may need to purchase supplies to make your systems, habits, & routines easy to establish and maintain. We will always discuss this first. You are welcome to purchase your own supplies as well. I can send you links for items to buy on Amazon or elsewhere. If we do agree that I will purchase supplies on your behalf, I will invoice you at the end of each month we work together for that month's supplies.

## Travel Time

In-home sessions include a 20-mile radius from Kittery, Maine. You will be charged \$2.00 per mile outside of that area.

## Prizes

Because my love language is gift-giving, along our journey together you will receive random incentive prizes & upon graduation; a special gift.

## Enrollment & Tuition

This program will last approximately 12 weeks in total, depending on scheduling & availability.

The total tuition cost of The SHARE Program is \$1,800.

## Payment Options

I do allow you to pay for the program over multiple payments. Payments can be made via cash, check (made out to Your ABstract Assistant), Venmo, or Credit Card. If you'd like to break up the payments, I offer up to 6 payments over the 12-week course.

I do require a credit card number to be placed in your file in case there are any billing issues, and your card will be charged if this occurs.

All credit card charges incur a 3.49% + \$0.49 fee of the total cost.



# CANCELLATIONS & LIABILITY

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## Cancellations

Life happens. I get it. If you need to cancel a scheduled session with me, please give me 72-hours notice, if at all possible. If that is not possible, let me know as soon as you can. You will get one "oops" excuse during our time together. I will do my very best to fill your time slot with another client, and if I am able to, you will not be charged anything, but if that isn't an option, you will be charged \$80 per instance over the one "oops". This can be paid just like any other payment.

## Add- Ons:

Additional In-Home Hours or Virtual Coaching Sessions are billed separately at \$80 per hour.

Your ABstract Assistant, which is a sole proprietorship, carries full coverage liability insurance.





# YOUR COMMITMENT TO ME

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## Your Statement of Commitment

Please use the space below to express why you want to change your life.

Why do you want to empower yourself to live your best life through SHARE Coaching? Let me know that you are ready, motivated, and committed to this journey with me.

By signing below, you agree to the financial terms detailed throughout.

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Signature/Date

YOUR COMMITMENT TO ME



# MY COMMITMENT TO YOU

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## My Commitment to YOU

This program is meant to empower YOU to become a more organized, solution-finding human who thinks, "How could I make this easier on myself?"

I have been a Professional Organizer for almost 7 years, and I've learned that my real joy is in showing clients HOW they can take control of their own clutter, their own time management, and turn their own chaos into calm. I want to teach you how to live your simplified life; just doing it for clients wasn't what made me happy and clients did not learn to be self-sufficient and maintain the calm;

I want to empower you. Every day of this journey together, I will be in your corner, a text or an email away. I want you to be successful in this program. I will challenge you, push you out of your comfort zone from time to time, and I will ask you to look at things from a different perspective. I will ask you to be honest with me and yourself throughout this process. I want you to have a life you love. Where smooth & calm days are the norm, not the exception. I will never expect you to be perfect! I will always show you that things do not need to be perfect to be wonderful. I will remind you to be kind to yourself.

I am extremely passionate about what I do. I believe that my talents, my skill sets, the way my brain works, and my ability to work with everyone in a fun & caring way, while at the same time, pushing you towards your best self, your best life...is my superpower and I cannot wait to share all of it with you.

Sincerely,  
Abbe E. Hardiman