

It's Time to Let Everyone Get to Know You!

One of the best things I ever did was to start having free workshops every 6-8 weeks in my city.

I did this to create an 'Elizabeth Hagen' movement in my area. You won't believe how quickly you will become known in your area if you follow my suggestion and do this!

Just imagine the next time someone hears what you do and they give the expected reply "I really need you but I'm a little low on money and I'm trying to do it myself" and you whip out a flyer for your free workshop coming up in 2 weeks and you say "I understand that you feel this way. Why don't you come to my free workshop and you can find out more about me and learn at the same time?!"

It's a beautiful thing!

7 Steps to Start Giving Your Workshops:

1. Pick a date
2. Find a place. Check out your library, ask a friend who works in a big corporation and see if they have a meeting room, call hotels, etc.
3. Decide how long - 50 minutes is a nice length and then have some time for Q&A.
4. Decide on your topic. That's easy! Think about what your clients ask you about the most and talk about that!
5. Make a flyer and start promoting. Think of every business that you support and ask them to post your flyers. I bring along clear sign holders that I purchased at an office supply store and leave them at their business. Call your local TV/paper/radio and have them post your workshop on their community calendar.
6. Put your presentation together and practice. I put the promotion step before this step on purpose! I want you to set the date and start promoting and then prepare. This will make you do it!
7. Give a great presentation and watch your choice clients start calling you!

Elizabeth's Assignment:

1. **Make a decision** to start having a free workshop on a regular basis.
2. **Follow** the steps I gave you in order.
3. **Take action** and really do these steps.
4. **Stay focused** by doing one thing every day towards promoting and putting together your free workshop.
5. Click [here](#) to see what a registration page looks like.

Elizabeth's Recommended Tool

Microsoft Publisher - I use this for my flyers. A bit of a learning curve but works great!

Elizabeth Hagen is a dynamic and inspiring speaker, author, and consultant who has motivated thousands to take action and get organized. She is President of ElizabethHagen.com and works with overwhelmed people to help them get more focused, more organized, more confident and more productive. Her book [Organize with Confidence!](#) will change your life and her [Speak Now and Forever Get New Clients Home Study Program](#) will change your business! Subscribe to Elizabeth's free ezine "Extraordinary Results" at www.elizabethhagen.com and receive the *31 Tips to Simplify Your Life* as her gift to you.