

## Give Yourself the Gift of Doing One Thing at a Time

Would you like to really, I mean really have this be the year you are more productive and feel less stressed?

It's easier than you think. I feel that somewhere along the way we got the misconception that we're not worthy unless we are doing a bunch of things at once and feeling stressed out and overwhelmed. It tires me just to read that sentence.

The main reason I can get so much done during the day is that I first prioritize my work by what is the most important use of my time to what is the least. And then I start at the top of the list and focus on one thing at a time.

If you're feeling brave I want you to take two hours one day this week and try this exercise. For two hours simply work on one thing at a time. That means if you're going to answer your e-mail you don't answer the phone, you don't allow interruptions, and you don't go interrupt someone else yourself. Of you pick a project to work on you don't even think of looking at your e-mail. I know that you will be absolutely amazed at how much you'll get done. If you take this challenge I'd love to hear all about it!

I can just hear some of you now clamoring that there is no way in your work you can not answer the phone for two hours. Perhaps, perhaps not. What's the worst that would happen?!

One of the main ways to change things in your life is to change behavior. If you're constantly saying that there aren't enough hours in the day and you feel stressed all the time what actions are you taking to change this? It's really up to you.

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](http://www.elizabethhagen.com) and receive the *31 Tips to Simplify Your Life* as her gift to you.