

Personal Note

Most of December was a really fun month! First, we had great weather here in South Dakota. Not the normal cold with below temperature wind chill, and lots of snow. It's been great!

Second, I had a great trip to Reno and Las Vegas, NV the second week of December. I spoke in Reno at the Women's National Agricultural Aviation Association Conference and they were a fabulous group of women! Then I went on to Las Vegas to work with my client, Marilyn Sherman (www.marilynsherman.com) and helped her organize her office. You can see what she has to say about how she feels now that she's organized at YouTube.

Upon returning home from my Nevada trip I learned that our daughter Abby, who lives in Houston, was very ill, so I went and spent 4 days with her. I was so glad that I was able to be with her and accompany her to the doctors, etc. It's hard to have children live so far away when they are ill. But, she's doing much better and was able to get home for Christmas along with our daughter, Emily, who lives in Denver. Emily had quite the trip home, though. The plane flew all the way to Sioux City, IA where we were going to pick her up, circled for 40 minutes, and then flew back to Denver! We couldn't believe it. They used the excuse of fog but it turned out when the plane landed in Denver police officers met the plane and arrested a young man on the flight. Goodness! So, Emily had to go back home and then out to the airport again the next day and finally got home!

We all had a great Christmas together and it's been fun having the house full again!

I hope that you had a wonderful holiday and are looking forward to a fantastic 2008!

Elizabeth

Feature Article

Fearless Organizing™ - Start Taking Action, Now!

Do you ever feel overwhelmed because there is so much to do - so you do nothing? If this is true you are not alone in feeling this way!

It's real easy to use the excuse (and, yes, it is an excuse) of feeling overwhelmed to not do anything. Or, to just do small unimportant tasks so at least you're keeping busy.

(Continued on page 2)

I've found in my work with home-based business owners and in my own business that the absolute best question to ask when feeling overwhelmed and/or stressed is this - "What is the next action?" Or, "What is one thing I can do toward completing this project?" When you have the answer - do it, now!

The key is to take some action. It may feel small but what happens when you keep taking small actions is that the project miraculously gets done! And usually in less time than you thought it would take.

You will also find your self confidence increasing with each action that you take. The opposite is to do nothing and then beat yourself up because nothing is getting done and you're always feeling behind.

Every uncompleted project has weight. Heavy weight. Perhaps not physical but certainly emotional. It weighs on you in the office and out of the office.

Fearless Organizing Action Step:

Take a piece of paper and draw a line down the middle. On the left write down all of your uncompleted projects/tasks. On the right side write down just one action you can do toward each project. Then number the list on the left side in importance and then do the action step for the most important project. When that action step is done ask yourself what is the next thing you can do - do that task and keep going.

Keep taking action one step at a time. You will be amazed at how your productivity will increase and how good you will feel!



Elizabeth Hagen is a dynamic and inspiring female motivational speaker, the author of *Organize with Confidence* and offers business coaching services to motivate women to stand out and accelerate their success. You can become more focused and have more momentum, more confidence, and more success. Elizabeth's book "Organize with Confidence!" will change your life and her "Speak Now and Forever Get New Clients Home Study Program" will change your business! Visit www.ElizabethHagen.com and receive her eBook "10 Fearless Lessons Every Woman Must Know" as her gift to you.