

## Personal Note

Take a minute and think about how you would answer this question: How do you feel as you look around your office right now? Yes, right now. Take a minute and look around.

Do you feel content, motivated, inspired, and ready to make things happen? Or, frustrated, anxious, stressed, overwhelmed, and wanting to take a nap?

If you answered with the first group of words - congratulations!

If you answered with the second group of words - you are not alone. You don't have to feel this way. Your situation is not unsolvable! It may feel like it is, but it's not.

Next question: What are you going to do about it? Little tougher, isn't it? You may answer with "I don't have any time to do anything about my office" or "I don't know what to do so I'm going to do nothing".

If you answer in those ways nothing is going to change. I don't know about you but I don't like feeling frustrated, anxious, stressed, overwhelmed, and exhausted! I will go to great lengths to feel fantastic and creative in my office and my life.

I'm here to tell you that right now is your time. This minute. Not someday, not next year, now.

Let's agree to give up all the excuses of why things are bad in your life, take responsibility, and take action.

My mission is to inspire women home-based business owners to bring order to their business and home so they can be the confident women God intended them to be

To accomplish my mission I teach ***Fearless Organizing*** which is all about:

- Making a decision to change
- Taking action
- Staying focused

Are you ready to fearlessly organize your office?! Read the Feature Article and let me know about your successes!

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Don't want to do this alone? Here's how you can work with me in my **Private Platinum Program**. Send me a quick [email](#) and I'll send you a **Fearless Organizing** scorecard to fill out and then we'll visit by phone to see if my program is a right fit for you!

Happy spring!  
Elizabeth

## Feature Article

### Fearless Organizing™ - It's Your Time!

Are you ready to make a decision, take action, and stay focused? Are you ready to say 'It's my time'? Here are the simple steps to take back control of your office:

1. Take a sheet of paper and draw a 2" circle in the middle or use the [Mind Map Template](#) (PDF). Write the words 'My Organized Office' in the middle of the circle.
2. Look around your office and identify the major areas that need organizing. These may be your desk, the floor, your file cabinet, your bookcase, etc.
3. Draw a 3" line out from the circle for each major area. If the above areas are of concern for you then you'd have a line or branch for each one and title them: Desk, floor, file cabinet, bookcase (and others you've identified).
4. Be creative and have fun! Use colored markers, draw pictures, use stickers, etc.
5. Create sub branches off of each main branch. For your desk you might have these sub branches: Top of desk, middle drawer, under desk. For your file cabinet you might have drawer 1, drawer 2. See my [Office Mind Map](#) (PDF) example.
6. Now it's time to make a decision! What sub branch do you want to do first? Maybe you want to do the easiest thing to have a quick success story or it may be you want to tackle the hardest thing to have a huge success story. The decision is up to you. Circle that area and put a #1 by it.
7. Finish prioritizing the rest of the office by deciding what's your second action, third action, etc.
8. Ok, you've just made a decision by deciding where you're going to start. Now you're going to take action. Make an appointment in your calendar to organize that area and then get the supplies you need. On that date/time make it happen and organize your first priority.
9. While you're organizing it is very tempting to check your e-mail, send a quick letter, etc. STOP! Stay focused and just get that area organized. Use the 'Elizabeth Circle'. Draw an imaginary circle around your feet. You may not leave the Elizabeth Circle until you are done organizing that area. Stay focused and get it done.
10. When you're done with your first priority schedule your appointment for your 2nd priority and so on. Step by step your office will become a place of clarity, peace, and productivity.

I want to hear how you did! Send me an [email](#) and let me know.



**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](http://www.ElizabethHagen.com) and receive her eBook "10 Fearless Lessons Every Woman Must Know" as her gift to you.