

## Personal Note

How is your winter going? It has been incredibly cold here in South Dakota! Day after day of 0 degree weather. I am so ready for Spring!

It was great to get away over President's Day weekend to the National Speakers Association Speaker Palooza in San Francisco, CA. All the workshops I attended were fantastic and I loved hanging out with my speaker buddies.

At the conference I heard John Miller, the author of *QBQ! The Question Behind the Question* and Chip Heath, the author of *Made to Stick* (there's actually duct tape on the cover of his book!!). I would highly recommend getting these books!

One of the best breakout sessions I attended was given by [Sarah Michel](#) and [Kristin Arnold](#), *How to Be a Rock Star - Using Audience Interaction*. So, for those of you having me come speak to your association plan on having some great audience interaction and learning!

Even though I spend a lot of time investing in my speaking business I still love working with home-based business owners helping them create time, space, and energy for the people and things that they love! I'm working with a Private Platinum Program client in Chicago, IL in March and I'll be sharing some great before and after pictures with you!

If you're interested in working with me in the Private Platinum Program just send me a quick [e-mail](#) 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!

Stay warm!

Elizabeth

## Feature Article

### **Fearless Organizing™ - What Can You Do Today?**

Step away from the computer and look at your office or walk around your home. Do you see some areas that irritate you? When you walk by them are they shouting at you "Get me picked up!" or "How did this get so bad?" Just think about it - inanimate objects are making you feel bad! Want to do something about it?

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Just pick one room - I don't care which room but pick one. Using the [mindmap form](#) write what room you are working on in the middle of the circle. Now look around the room and notice the major areas that are bugging you. For example, in your family room the major areas might be the TV cabinet, the coffee table, the toy area, and an end table. In your office the major areas might be the desk, file cabinets, bookcase, and the floor under the window. Write down a major area on each line or branch coming out from the circle.

Here's an [example](#) of an office mindmap using [www.mindjet.com](http://www.mindjet.com) (mindmapping software).

Look at each major area and decide if you have any smaller areas to organize. Using the example of the family room and the TV cabinet possible sub branches are drawers, DVDs, and magazines. Using the example of the desk in your office sub branches may be drawer 1, drawer 2, top of desk, and floor under the desk.

Be creative and fun with your mindmap! Use colored pencils, markers, and draw pictures.

What we're doing here is taking a major project and breaking it down into smaller areas so it won't be so overwhelming. It's almost impossible to look at an entire office and think "Ok, today I'm going to organize my office" and then, of course, feel defeated as you look over all that you have to do. With your mindmap you're just going to take one sub branch and organize that first and then go on to the other smaller areas - one at a time.

Now it's time to prioritize your mindmap. Decide what sub branch you're going to do first, and then second, and so on. Circle the one you want to do 1st and write a '1' by it, then a '2' by the second. etc. This next step is very important! Go to your calendar and make an appointment with yourself to organize that 1st area. If you don't do this it will not happen - I can guarantee it. You can have great intentions but you need to set aside the time.

Once you've completed the first area give yourself a great reward, pat yourself on the back, and then set a date to organize the 2nd area. You'll be amazed at how this works and before you know it your stuff is no longer yelling at you!!



**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.