

Personal Note

Last week I gave the teleclass [The Organized Kitchen](#). The night before the class I woke up at 3:00am having an 'aha' moment! I was thinking about how much information on getting organized is out there in some form or another in books, magazines, and on TV shows. So why isn't everyone organized? There are hundreds of books on this subject.

At 3:00am I figured it out! It's not the junk in our life that's the problem - it's the inner junk that's the problem. This is keeping us from implementing what we know we need to do to **get** organized and **maintain** an organized life. I decided to share during the teleclass a very personal story of how I stopped believing the old rules from childhood that had kept me stuck and how I developed my own 'new' rules that moved me forward! Just hearing this story will help you realize what's holding you back from having the life that you deserve.

I had the best time last week in St. Cloud, MN at the Minnesota School Association Conference. I had the honor of speaking to over 850 attendees and shared my fearless organizing principles, systems, and tools. They were the best audience and a lot of fun!

I always want to make sure that I take the 'overwhelm' out of getting organized and the best way to do that is to have a plan. I brought an audience member up to help her design her action plan for her office and we had a blast! It's always great when a person can have fun while learning. Read the article below to find out how you can design your own Mindmap Action Plan.

Enjoy the rest of August!
Elizabeth

Feature Article

Fearless Organizing™ - Get More Done with a Plan

1. Let me take you through the steps that I taught at the MSNA conference and I teach in my book "Organize with Confidence" for taking a large, overwhelming task and breaking it down into manageable chunks. I call this process the Mindmap Action Plan.

Step 1: Take a plain sheet of white paper and draw a 3" circle in the middle.

Step 2: Inside the circle write your goal. Examples: My organized office, my organized kitchen, etc.

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Step 3: Draw a branch extending out from the circle for each major area of the room you want to organize. For an office your branches might be desk, file cabinets, bookcase, floor, etc. Then create sub-branches off of each main branch. The main branch heading of 'desk' may include sub-branches such as top of desk, middle desk drawer, under desk, etc. Click on the image link on the right for an example.

Step 4: While you're doing this have some fun! Use colored pencils, markers, draw pictures, and use stickers. Giving your mindmap a bit of your personality will help make it uniquely yours. Access the template shown on the right to get started.

Step 5: Now it's time to prioritize. Look at your mindmap and ask yourself what you want to do first, second, etc. Then circle those branches or sub-branches and put a 1, 2, and so on by the item and put in your calendar as appointments. Step by step you will get this area organized.

Fearless Organizing Assignment:

1. Think of an area in your life that makes you feel overwhelmed.
2. Make a mindmap of the area.
3. Put your priorities in your calendar and start getting it done!



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.