

Personal Note

I love being out at night this time of the year and seeing all the homes decorated for Christmas. It really is beautiful and some people go all out! My husband calls them the Griswold homes but I think they look cool!

You may find it interesting that even though I'm an organizing expert my Christmas tree is not up! I can't tell you how many people say to me in late November/early December, "I'm sure that you are all ready for Christmas, everything is decorated and your shopping is all done!" They are quite shocked when I say "No". I remind people that being organized is not about perfection. Being organized is about doing things in ways that make sense to you and are productive, and that you feel good about. I love decorating about mid-December and doing my shopping in the last week. That's when I'm really all pumped about Christmas and I have a lot of fun getting it all done in a few days.

How about you? Any other 'late' decorators and shoppers out there?

My wish for you is that you really enjoy the sights, sounds, and wonderful smells of this holiday season. Take the time to do things that you want to do and will make memories for those around you. Slow down, smile more, and take time to 'be'.

Merry Christmas!

Elizabeth

Feature Article

Fearless Organizing™ - Lesson #2 from a Mom of 5!

Pay Attention to the Little Things Before They Become Big Things

When the children were small if I noticed a behavior characteristic with a child such as talking back, any meanness toward a sibling, etc. I nipped that in the bud right away. I knew enough that if you let little things like that slide they will become huge things as they get into their teenage years and beyond. I knew that if we didn't have pick-up time every evening in a matter of days the home would be a disaster area. I figured out very early that if they didn't have a pick-up time in their room each week their room would become unmanageable very fast.

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This applied to the paper in the home as well—mail, magazines, school papers, etc. Small piles became huge piles very quickly. And, have you ever noticed that if you throw one coat on the railing, in a matter of hours there are 5 coats on the railing?

So I developed systems for keeping the home organized, for the mail when it came into the house, for magazines and newspapers, and for the kids' papers when they came home from school.

Let me give you an acronym for Systems:

Saves

You

Space

Time

Energy

Money and

Stress

And that is so true—set up systems in your life and your life becomes a lot easier.

So if you're feeling overwhelmed by the little things that have become big things—like your desk drawer, your bookcase, or your office closet; here's a great system.

The START™ Method system is what I developed and use whenever an area in my home and now office start to become chaotic.

The first key is that to really and truly get organized you need to take everything out of the area that you are organizing—if you don't you are cleaning or rearranging, you are not organizing. So, let's start with the junk drawer in your desk. Take everything out and put it all over the top of the desk and begin the START™ Method:

Sort through all that's on top of the desk—and decide what you want to keep and what you can get rid of.

Toss/shred/give—do this at the same time you are sorting and toss anything that you don't know what it is and it's broken.

Appoint a home—now everything that is left on the desk has a home—it belongs in this drawer.

Restrict to a container—as much as possible restrict things to a container whenever you are organizing—obvious containers for a desk drawer are the interlocking different size bins you can purchase at Target, Walmart, etc. Or you can use empty check book boxes, baby food jars, etc.

Take back control—it looks gorgeous. No longer does this drawer control you every time that you open it up—it looks great and you FEEL great. But, since we are not perfect and don't live or work with perfect people it will become a mess again—that's ok—just do the START™ Method again.



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.