

Personal Note

I want to wish you a very ♥ **Happy Valentine's Day!** ♥ It's a really special day for us as it is our son, Micah's 16th birthday! Micah is our 5th child and has been an absolute joy for us. We've always called him our 'love' baby!

I hope that you take this Valentine's weekend to do something special for yourself. Why don't you treat yourself to a spa pedicure, or a massage, or a great movie!

I had a lot of fun the last week of January speaking in Houston. I first spoke at our daughter Abby's work, Interfaith of the Woodlands in The Woodlands, TX and then spoke for the NAPO-Houston conference. I enjoyed meeting Abby's co-workers and then getting to hang out with my professional organizing friends at the NAPO conference. Houston, TX is blessed to have a lot of quality organizing professionals in the city!

When I got back from Houston I had the honor of speaking for a church in Maurice, IA. This is a wonderful, small town in northwest Iowa and over 200 ladies came to the event on a cold, wintry night! I couldn't believe how many ladies showed up and we had a great time together. Plus, I was able to share my Christian testimony during the presentation and tell about the miracles that God has performed in my life. If your place of worship will be holding a women's retreat in 2008/2009 please [contact me](#) as I would love to be your speaker for the event!

As you read this I'm attending the National Speakers Association Speaker Palooza in San Francisco, CA. Four days of hanging out with the best speakers in the world! It's awesome! As chair of the Motivational/Keynote Professional Expert Group I'll be leading our meeting and then on Saturday I'll be speaking for the staff and office management track on having an organized speaker's office.

Every time I attend a National Speakers Association conference I come home so excited that I am a speaker and can't wait to present my life-changing information to groups that want to be more focused, get more done, and have more time for what is truly important in their life! If this is your group or association call me today at 605-357-8767 and let's start planning your meeting!

Have a great rest of the month!!
Elizabeth

(Continued on page 2)

Feature Article

Fearless Organizing™ - Lesson #4 from a Mom of 5! Plan Ahead for the Week

Do you ever feel at the end of the week that the week flew by and you didn't get half as much done as you wanted to? Chances are you are reacting to each day instead of being proactive about your week.

When the kids were all home we used to have weekly family meetings. As hard as it was to get everyone together it was time well spent! We went over the schedule of the week ahead, planned who was picking up which child from which event, who was having an overnight, the meals for the week, and we went over the Family Responsibility Chart from the past week. It was a great time to talk about what went well and where perhaps some improvements were needed! It was always a great feeling for all of us to know what was going on in the upcoming week and even though there was always some unforeseen events happening, as parents we felt we were on top of things (as much as we could be!).

My request to you is that this Sunday you take 15 minutes and plan for the upcoming week. Take out your day planner and if you use a computer calendar print out the week. Now look at your upcoming week and ask yourself this very important question: "With the way my week is scheduled now will I be moving toward achieving any of my goals?"

This question is key. If you wonder at the end of the day/week/month why you always feel 'behind' and why you don't feel like you're getting anything done it's because you aren't looking at your goals daily and taking steps each day toward your goals. If your answer to the above question is no, look over you goals for the year and plug in some appointments with yourself to take some action steps towards your goals.

Also, do you have family/friends time scheduled in? Devotion/meditation time? Exercise? If you have a business have you scheduled marketing time? This planning time is the perfect time to schedule these activities and you are going to be pleasantly surprised next Sunday as you look back on your week how great you feel—about everything!

As you look over the upcoming week plan your menus, make sure your children know what they need to get done this week, plan a date night with your spouse or special someone, and perhaps delete some less important tasks so you have 'quality' time for what's important.

Let me know how you do!!