

Personal Note

I can't believe it's already the middle of March! It's been a very cold winter here in South Dakota and I am so ready for green grass, blooming trees, and sun!

I had a great time last week at the Prairie Moon Book Store in Sheldon, IA at my book signing. The owner, Sarah Beahler, graciously invited me to spend some time talking about my *Organize with Confidence* book and manual and I had a great time signing autographs.

Right now I'm in Chicago, IL with a Private Platinum Program client. She is a fantastic leadership coach and knows that she'll not only be a better coach with a productive office but she'll also grow her business. It is so much fun seeing the clutter fly out of the office and be replaced with simple systems that work!

If you're interested in working with me in the Private Platinum Program just 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!

Have a great rest of the month!!
Elizabeth

Feature Article

Fearless Organizing™ - Lesson #5 from a Mom of 5! Do Things Right the First Time

Be honest - have you ever put something down 'just for now' instead of putting it away where it belonged?! Did it seem easier to put it down and think that you'll take care of it later? Of course it did! But didn't you kick yourself later when that one thing became a pile and then you had to really take some time and figure out where everything needed to go and it took forever to put it all away?

You're not alone - this happens all the time. It feels like a great solution when you set something down 'for a minute' but it isn't the right solution.

But, it may feel like the only solution when you don't have a lot of time and/or you don't know where to put it.

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The key to maintaining an organized home and office is to have assigned places for everything.

This is something I figured out years ago when all of our 5 kids were still at home. When there was a 'home for everything and everything had a home' life in a busy home was a lot easier!

Tips to Having a Home for Everything:

1. As you put items away do not think 'Where should I put this?' Instead ask yourself "Where would I think to look for this again?" That place is now the new 'home' for that item.
2. Let others know! Tell you family and/or office staff where the new homes are and as much as possible label, label, label. Make it as clear as possible where the item belongs.
3. Now there can be consequences and rewards if things are put back or not put back where they belong.
4. Start a new habit. The minute you feel yourself wanting to put something down 'just for now' - STOP. Keep the item in your hand and walk over to where it belongs and put it away.

Do things right the first time and you won't be playing catch-up anymore and just watch your productivity soar!



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.