

Personal Note

I had a wonderful time this month in the Duluth, MN area. I spent one day consulting with staff in an office, one day giving an all-day Organize with Confidence workshop, and then one day speaking for a women's event at the Mission Covenant Church in Poplar, WI. Everyone I met during the trip was wonderful!

It is truly beautiful in northern Minnesota! Even though they told me it was past the time when the leaves turn I still saw gorgeous scenery.

I feel so blessed that part of my job is getting to travel, see wonderful places, and meet awesome people! This is no surprise because when I think back I really created my career to have the lifestyle that I wanted. And part of the lifestyle I wanted was to travel more. I'm getting my wish! The other part was to share with as many people as possible what I've learned during my journey and impact their lives in a positive way. That's happening, too!

I would be honored to be your speaker at your next event and help your audience to be more focused, more organized, and have more time for what's important in their lives. All you need to do is call me at (605)357-8767 or email, tell me about your event, what you're goals are for your attendees, and we can decide if I'm the right fit for your group!

Feature Article

Fearless Organizing™ - Then the Grinch Thought of Something He Hadn't Before!

Can you believe the holidays are right around the corner?! I want to help you with the stress factor this season. Meaning, I don't want you to have any stress!

So, here are 9 steps for you to do now:

1. Make a list today of all the activities that you are involved in over the next 2 months. Rate them from 1 to 4 with 1 being extremely important and 4 as not important. Now, take a deep breath and dump all the 3s and 4s. Yes, dump them.
2. If you have small children line up your babysitters now.
3. Start making doubles of casseroles and freeze extras to use when it gets closer to the holidays.

(Continued on page 2)

4. Take out all your holiday decorations this weekend and go through them. I mean really go through them. Toss the broken ornaments, bad lights, etc. If you have 'memory' type decorations but don't want to use them anymore put them in a separate bin marked 'Memory Decorations' and store them. Put the great decorations you want to keep in separate bins marked: Tree, Greenery, Wreaths, Ornaments, Lights, etc. This makes it so much easier to decorate when the time comes and really easy to put items away after the holidays.

5. Get a large white envelope and mark it 'Holiday Shopping' and put your gift list in this envelope. This envelope will go everywhere with you and when you purchase a gift put the receipt (marked with who you bought the gift for) in the envelope. This makes any returns/exchanges after the holidays a breeze!

6. Get a red or green 3-ring binder and label it 'Holiday Binder'. Here is where you will keep track of where you've stored your decorations, the gifts you've bought for stocking stuffers, your favorite holiday recipes, holiday traditions, etc.

7. Haul out all the wrapping materials you have and go through them. Make a list of what you need and start watching for sales on these items.

8. If you want to send a holiday card - great! If you don't that's great, too! If you are going to send cards plan now.

9. Planning on entertaining this season? Think simple. Have a buffet instead of a sit-down meal, have everyone bring something, have a dessert buffet instead of a full meal, etc. Everyone will have a lot more fun including you!

Follow these 9 simple steps in the next 3 weeks and you will really enjoy the holidays this year!

Want help with putting your Holiday Binder together? I have a CD with all the forms you need to put together your own binder in minutes.

Forms include:

- * Holiday Card Record
- * Decorations Inventory
- * Decorations to Purchase
- * Holiday Events
- * Holiday Recipes
- * Holiday Memories
- * Holiday To-Dos
- * Holiday Traditions
- * Holiday Hints
- * Travel Checklist
- * Catalog/Internet Orders
- * Child's Wish List
- * Gift Ideas

- * Master Shopping List
- * Stocking Stuffers

You will use this binder year after year and always know what you gave Aunt Mabel last year and where those stocking stuffers are that you hid last summer!

Purchase the Holiday Binder CD today!

Is this the year that you will make the decision to have your holidays stress free?! That is what Fearless Organizing is all about - making a decision, taking action, and then staying focused.

Helping professionals stay focused is one of the biggest skills I teach when I give presentations and work with my 1:1 consulting clients.

If this sounds like a great idea but you know you need help - fortunately for you I travel all over the United States working with overwhelmed people just like you who want to live an extraordinary life. You can double your income in the next 12 months by organizing your office with my step-by-step proven methods.

I also work virtually! Here's what you do: E-mail me and put 'Help' in the subject line and you'll receive a Fearless Organizing™ Scorecard, fill it out, fax it back to me, and I will give you a 15-minute phone consultation to help you decide what to do next. I have three fabulous packages to pick from - and one includes me coming right to your office!



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.