

## Personal Note

I had an awesome time over Labor Day in LaJolla, CA. What an absolutely beautiful place! I was there for a 3-day business retreat and when I wasn't in meetings I was sitting by the beach! This is my second year of attending the retreat led by Mark LeBlanc and it's not only a time of learning but of connecting with wonderful friends.

Do you have support in your life and business? I hope so. But if you're feeling alone look around you. Who do you know that you admire? Ask them if they would mentor you. What group looks like a lot of fun and has positive people? Attend the meeting and see if you enjoy it. It really is all about taking action. Decide where things aren't so great in your life and do something about it.

I am fortunate to have found great coaches and mentors in my life. I then took action and started working with them and the results have been incredible. Who can you call? Call today!

## Feature Article

### **Fearless Organizing™ - Trust the process and work your plan!**

Never trust how you feel on a daily basis. Trust the process, work your plan, and anything you want to achieve is possible.

- Mark LeBlanc, [www.markleblanc.com](http://www.markleblanc.com)

I love this quote. Any time that I start feeling down that I'm not accomplishing what I thought I would during the month I stop and tell myself to trust the process, work my plan, and I can do anything.

Assuming that you have a plan! I think one of the biggest challenges of solo-entrepreneurs is that many have no plan. They come to their office and wonder what to do each day and then wonder why they're not making the money they wanted and not achieving the results that they wanted.

What's your plan? Do you have steps each day written down that will take you toward your goals? Do you have goals? I sure hope so! How can you expect to achieve all you want if you don't have a road map? That's what goals are – a road map to success.

Perhaps what's stopping you is the condition of your office. Do you face piles of paper, hundreds if

*(Continued on page 2)*

not thousands of e-mail in your inbox, no follow-up system in place for clients, and overflowing file cabinets?

If so, then start right there in your office. I know from working with hundreds of clients in their offices that the minute they get their time and office organized their business starts to grow. And they have a calm environment to work their plans and achieve all they want in their business.

Take a plain piece of paper and draw a 2" circle in the middle. Yes, right now! Then draw 6-8 lines (branches) out from the circle like rays of the sun. Stand at the door of your office and wherever your eye stops on an area that bugs you write it down on one of the branches. For example, one branch might say desk, one might say east floor, one might say file cabinet, and one might say bookcase.

Then break the branches down. Your desk branch sub-branches might say desk drawer/top of desk/under the desk. Your file cabinet sub-branches might be drawer 1/drawer 2/drawer 3, etc.

Now it's time to prioritize. What do you want to tackle first, second, third, etc? Circle those branches and assign a priority to them.

You may want to tackle a small area first to have an easy success story which will motivate you to do the next priority. Or, you may want to tackle a huge area to have an enormous success story. It doesn't matter. What does matter is that you have a plan and then take action.

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. I am now bringing these skills through the Fearless Organizing Academy right to your computer and phone. You can learn in the comfort of your own home/office and start organizing your life and work, take back control of your day, and get more done...easily!



**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](http://www.ElizabethHagen.com) and receive her eBook "10 Fearless Lessons Every Woman Must Know" as her gift to you.