

## Personal Note

August 13 is always a big day in our family as two of our children have birthdays that day. Emily turned 26 and Sean 23 - where has the time gone?

School has started here in South Dakota! Our youngest child, Micah, just started his sophomore year of high school. Seems like yesterday he was starting kindergarten. I know that he and I both wished that summer had lasted a lot longer!

I hope you have some fun plans for Labor Day. I'm going to be spending the weekend in La Jolla, CA for a business retreat with other speakers and I can't wait! This is my 3rd year in a row of attending this retreat and it's awesome every time!

But once Labor Day is over it's a great time to think about one area in your life that you'd like to get organized. With the kids going back to school and the days turning a bit cooler it's a great time to get your home and office spruced up! What area do you want to take care of? Your paper piles, your filing cabinet, your closet, the dreaded room where no one goes in and you just stuff things?

Pick just one area and set the time aside in your calendar to do it. You'll be glad you did!

Happy organizing!  
Elizabeth

## Feature Article

### **Fearless Organizing™ - Take Time to Make Time!**

A common response I get when I speak is that people don't have any time to get organized. I'm always baffled by that response. Not surprised because I hear it a lot, but baffled.

If you're wasting time looking for things, are overwhelmed by your email in box, can't see the top of your desk because of all the paper piles, and constantly feel behind - what do you expect to change if you don't take the time to do anything about these situations? I don't get it.

The definition of insanity is doing the same thing over and over again and expecting different results.

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You have to take time to make time. Really, you do! Why don't you try it and see if I'm right. Go to your calendar and make a 30-minute appointment for yourself in the next week. During that time just pick 75 emails, or two stacks of paper, or one cupboard in your house and deal with the stuff. I guarantee you'll get more organized than you think AND the next time you look at your in box, the top of your desk, or that cupboard you're going to feel great that you did something which will motivate you to go on to the next area you want to organize.

One of the key lessons I learned as a mom of five is to plan ahead. I had to or life was chaos! If you want your life/home/office to get organized you need to plan ahead. It's not going to happen just because you think about it! But if you use 30-minute time frames it's not so overwhelming.

**Fearless Organizing Assignment:**

- Go to your calendar and set a 30-minute appointment to work on one area in your office or home.
- During the appointment set a timer for 30 minutes and don't stop until it goes off.
- You're going to be surprised at how much you can get done when you stay focused!
- Plan your next 30-minute appointment.



**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.