

## Personal Note

I am so proud I could burst! Our oldest child, Chris, graduated on August 18 from Parker College of Chiropractic in Dallas, TX and we couldn't be happier! After he completes the boards he will be practicing back here in Sioux Falls, SD with my husband. Chris has worked very hard and we are all thrilled.

We had a great weekend in Dallas celebrating with all of our children together in one place - which doesn't happen very often!

The second weekend of August I had an amazing time in Tucson, AZ with my Platinum Mastermind. This is an awesome group of interesting entrepreneurs and we had a great time sharing and learning. Plus, I love heat so I was quite happy in Arizona!

If you are in business for yourself I would highly recommend that you join or start your own Mastermind group. It can be quite lonely in a solo-entrepreneur business and it is extremely beneficial to have people to bounce ideas off of and know that at anytime you can get support. In Jack Canfield's book *The Success Principles* he gives all the steps on how to put a Mastermind group together.

If you want to join a group that is already put together and I take care of all the details check out the Fearless Organizing Women's VIP Circle!

## Feature Article

### **Fearless Organizing™ - Focus on the High Payoff Activities!**

I love the two quotes I have in the sidebar this month! Can't you just picture trying to catch two rabbits at the same time? Of course that won't work!

I'm sure that you are like most everyone else in the universe and have tried to do a number of things at the same time. You may feel like you're getting more done but you are actually taking longer with each task. Focus is truly the key word in life and work.

But, the question is "What shall I focus on?" If you're like me there are a large number of tasks that need to be done and they all seem quite pressing. But are they? No! If you take a minute to write all your tasks down (I suggest using a small spiral notebook so all of your thoughts are in one place) and really look at them you'll realize that they are not all equal.

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The best question to ask yourself to make sure that you are working on the most important task is this "What can I do that would make the largest impact in my business?" Another way of asking this question is "What task will bring me closest to my goals?" Then work on that task and that alone. Fight off all distractions like the plague! I can guarantee as soon as that task becomes a bit difficult or boring you're going to want to stop and do something else 'just for awhile'. Stay focused. Don't answer the phone, do not check the e-mail, don't get a cup of coffee - stay focused on the one task. You're going to be amazed at how much you get done and that it took less time than you thought!

Helping professionals stay focused is one of the biggest skills I teach when I give presentations and work with my 1:1 consulting clients. Watch for upcoming information on the Get Control of Your Time virtual class series. 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.