

**"As you walk, eat and travel, be where you are.  
Otherwise you will miss your life."**

**-Siddhartha Guatama**

As I look back over the past couple of months I realized something - I've been traveling a lot! As I thought about this I decided to write about two thoughts in this article. One extremely practical and one extremely crucial!

Let's start with the practical. Being organized is all about systems. Being able to get ready for a trip quickly is all about systems. Here are some tips for you to implement before your next trip:

1. Have good luggage. Is the luggage you have a wedding present from 25 years ago. It's time to upgrade! I invested in some great luggage and it has paid for itself over and over. Don't forget luggage tags.
2. Purchase a great makeup bag or whatever it's called for men. Mine has lots of zippered compartments and then folds up.
3. If you travel a lot get doubles of everything - makeup, shampoo, lotion, etc. Then when it's time for a trip grab your makeup bag and you're off!
4. Use a travel checklist. Not only go over it when you pack but put it in your suitcase and check it again when you leave your hotel so you don't forget anything at the hotel.
5. Give yourself enough time to pack. Most mistakes are made when you are hurrying. That's always the time you forget the cell phone or laptop charger!!
6. Purchase a compact fold-up travel alarm clock. If the hotel just messes up once with your wake-up call you'll understand why I take my own clock!
7. Take less. I should do this myself! I always over pack.

Now on to my crucial thought - **be who you are wherever you are**. I've recently returned from the National Speakers Convention. I was around some extremely well known and successful people. I found it real easy to compare and to feel that I'm not as valuable a person as they are. Good grief! That's just plain silly. I need to always remember that no matter where I am that I am myself. And that's a pretty cool person to be. So are you.

I've also found it very important as the quote says at the beginning of this article to 'be where I am'. Not be thinking about the next trip. Not be thinking about the next workshop

*(Continued on page 2)*



WHAT ARE YOU WAITING FOR?

I'm going to give but to 'be' here. That's what focus is all about. Thinking about one thing at a time and doing one thing at a time.

I would encourage you to think about this when you're working on your next task. Just 'be' with that task. Do it to completion and then go on to the next task. You won't believe how productive you will be!



**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.