

“The secret of getting ahead is getting started. The secret of getting started is breaking your complex, overwhelming tasks into small manageable tasks, and then starting on the first one.”

- Mark Twain

Do you ever feel overwhelmed by all there is to do and all that’s on your brain? It’s so important when you feel overwhelmed to STOP and regroup. That feels counterintuitive to us since when we feel stress the logical thing is to try and work harder. But that’s not what you should do. Take time to think about all that has to be done.

Go out and purchase some really cool colored 3x5 index cards. My favorite color for the cards is neon green! Then when you feel overwhelmed take out the cards and write down one thought on each card. Perhaps one says go to the grocery store, another says call Mary, and another says clean out e-mail inbox. Keep going until you feel like your brain is completely drained. Then look at all the cards and ask yourself “What is the most efficient use of my time right now?” Take that card and turn it over. Then ask “What’s the 2nd most important thing to do?” Take that card and turn it over on top of the 1st card. Keep going until all the cards are turned over. Then flip the pile over and you have your thoughts in a logical order and in the priority in which they should be done.

If any of the cards is a large project take the project and break it down into small tasks with a card for each task.

Other uses:

To get the kids to help:

Write a chore down one per card, let the kids each pick 1 or 2 cards from the deck (they can’t see them) and send them off and watch things get done. Put a reward on the back that they get when they hand the card back in.

When you’re on the road:

Take 12 - 3x5 cards and clip them with a small colored binder clip – keep in your purse or pocket. As you’re out and about and think of things that you need to do write one item per card. When you get back home or to the office put them in your “In” basket and you won’t have to try and remember all those great things you thought of when you were out.

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WHAT ARE YOU WAITING FOR?

Getting organized:

Look around the room and write down one area that needs to get organized on each card. Kitchen areas might be refrigerator, pantry, south cupboards, north cupboards, etc. Shuffle the cards around and whatever one ends up on top – DO IT!

Discover the power of 3x5 cards! They are the most inexpensive and simple way to get control back of your day and your life!



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.