

Do you ever get to the end of the day and think 'what exactly did I get done today?' What's amazing is that you worked hard all day and now can't think of a thing you accomplished.

You're not alone. When I post that question to attendees in workshops almost everyone nods their head in agreement.

But, what can we do about it? Voila, the Focus Stone!

The reason we feel like nothing has gotten done is because we use our time so fragmented. We work a little on this, a little on that, check a few e-mails (ok, a lot of e-mails!), return a few phone messages, get back to a few things we were working on, etc. etc.

This is called multi-tasking and it doesn't work.

Our brain can only work on one thing at a time. If you're working on 3-4 projects your brain has to start over every time you jump to another project.

I want you to try something different today. Pick one thing to work on, yes, one. Preferably the most important task of the day and if you have trouble picking ask yourself 'what will put me closest to the money?' That makes it really easy to pick the project.

Now you need a Focus Stone. When I give a presentation every attendee gets a pretty blue stone that I call the Focus Stone. This stone is your reminder to stay focused on one thing and one thing alone until completion. Every time you feel yourself drawn to jump to something else look at your Focus Stone and stay on task.

What are you going to use for your Focus Stone? Perhaps it's a favorite memento you have on your desk, or maybe you want to go out and find a beautiful stone. Decide now what you're going to use.

FEARLESS ORGANIZING ASSIGNMENT:

Focus = Doing something and thinking about it at the same time.

1. Decide to give this a try!
2. Decide what you're going to use as your Focus Stone.
3. Decide on the most important project to work on it and START!
4. Decide to stay focused.
5. Watch how much you get done!

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.