

## Get Organized at 6:00am!

When I speak on how to "Organize with Confidence" I always bring up the fact that when most people organize they get distracted by things they find that belong somewhere else.

For example - you may be organizing your junk drawer and find a tool that belongs in the garage. Thinking that you are doing this organizing thing right you go to put the tool away in the garage. While you're there you think that you might as well organize the tools! You completely forget that you were organizing the junk drawer and when you go back in the house you're shocked at the mess you've left in the kitchen. But by that time you need to leave for an appointment so you shove everything back in the drawer and it's worse than before!

This is where I teach about the 'Elizabeth Circle'. When you organize you need to draw an imaginary circle around your feet called the 'Elizabeth Circle'. You may not leave the circle until you are COMPLETELY done organizing that area. Have a bag marked 'take to another area' for items you find that belong somewhere else and bring them away AFTER you are done organizing. But after my latest workshop I may have an alternate name for the 'Elizabeth Circle'.

One of the greatest joys I have as a speaker are the e-mails I get after my workshops. My latest workshop was no exception as I got the best e-mail! I thought that you would enjoy it, too, so here it is in part with her name withheld to protect the unorganized!

*I just had to drop you a note and tell you how much fun I had at your seminar. True to form, I came home all inspired but this inspiration **woke me at 6:00 am** this morning! So, I trotted downstairs, opened the "mom's going to scream" drawer and started the process. I didn't move my feet, I had all my tools there, I formed my "put someplace else" pile and didn't wander from **the attack zone**. It was all great and wonderful ...until ... I came upon that one piece of paper ... the memory that had to go acknowledged. It was either irony or divine intervention.*

*I found a printed menu from the very first night my friend (who also attended your workshop) and I hosted our "Girl's Gourmet" night. Yes, as a group of 12 we were all professional women, some married, only one with kids and lots of time to enjoy a long dinner and lots of wine. Things change and we have changed as a group as well. We have tried cooking schools, nights out, less intense "gourmet" experiences, etc. Finally, we are all too busy and too disorganized to get together. Well, not any more.*

*The menu was from February 24, 2000 and so my stepping out of **the ring of attack** I had to call my friend. I got her voice mail and that was best ... no further digression or distraction ... just left her the message that in our newly organize lives, we will be hosting the 9th Anniversary of "Girls' Gourmet" at my home and we will even be ahead of the game enough to do a fabulous menu because we won't be distracted by the clutter and junk in our homes! So, thanks for a fun night and the wonderful reconnection with a wonderful group!*

Isn't that just the best! Notice two things - she got up at 6 AM to organize (which I find amazing!) and she changed the 'Elizabeth Circle' to 'the ring of attack'. I found that fascinating. I wrote her back thanking her for the e-mail and then asked about the name change. She wrote back "I do believe that future projects will not require such intensity and I can return to the 'Elizabeth Circle!'"

So, I now have an alternate tool to help you stay focused. If it is an area of great intensity stay in the 'ring of attack'!

### Fearless Organizing Assignment:

1. Decide to give this a try - it really works!

2. Pick a small area to organize that's been bugging you and stressing you out for a long time.
3. Use string to make your 'ring of attack' around your feet.
4. Stay inside the 'ring' until the area is completely organized.
5. Be amazed when you realize it wasn't as hard as you thought!
6. Then do what my workshop attendee did and plan something really fun!

Elizabeth Hagen is a dynamic and inspiring speaker, author, and consultant who has motivated thousands to take action and get organized. She is President of ElizabethHagen.com and works with overwhelmed people to help them get more focused, more organized, more confident and more productive. Her book [\*Organize with Confidence!\*](#) will change your life and her [\*Speak Now and Forever Get New Clients Home Study Program\*](#) will change your business! Subscribe to Elizabeth's free ezine "Extraordinary Results" at [www.elizabethhagen.com](http://www.elizabethhagen.com) and receive the *31 Tips to Simplify Your Life* as her gift to you.