

What Action are YOU Going to Take Today?

Fearless organizing is not about not having any fear - its feeling the fear and moving through it and not letting it stop you. This is a very exciting feeling!

Fearless organizing is all about making a decision, taking action, and staying focused. This may sound like common sense but you'd be surprised by how difficult many people find this process to be.

Ok, let's start with making a decision. And, let's start with making a decision on where you should start getting organized first.

Step 1:

I want you to set a date in your calendar that you are going to inventory ALL areas in your home or office that irritate you. I can hear some of you exclaiming right now "But it's my whole office!" That's ok - you'll live. If it's a small office give yourself 30 minutes, if it's a large office or home give yourself up to 2 hours.

Step 2:

On that date start walking through your office or home and write down everything, I mean everything that bugs you.

Step 3:

Sit down at your desk and look at the list. What do you want to tackle first? This is decision making time! Don't just shove this paper into a drawer - stay with me. What are you going to do first? If you want a quick success story pick a small area, if you want a big success story pick a large area.

Step 4:

This is the 'taking action' step. Pick a date to organize this area and do it. No more excuses. Remember, you are just doing 'one' thing. Give yourself enough time, get the supplies you need and on that date you are going to take back control of an area that's been bugging you for 'who knows how long?!'

Step 5:

This is the 'focus' part. As you are organizing this area stay focused. Don't let yourself wander off as you become overwhelmed. Hang in there. Have some yummy treats and a great reward waiting for you when you are done.

You did it. You mad a decision, you took action, and you stayed focused. You were fearless! Congratulations!

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 and receive the 31 *Tips to Simplify Your Life* as her gift to you.