

It's Your Time to Get Organized!

Are you ready to make a decision, take action, and stay focused? Are you ready to say 'It's my time'? Here are the simple steps to take back control of your office:

1. Take a sheet of paper and draw a 2" circle in the middle. Write the words 'My Organized Office' in the middle of the circle.
2. Look around your office and identify the major areas that need organizing. These may be your desk, the floor, your file cabinet, your bookcase, etc.
3. Draw a 3" line out from the circle for each major area. If the above areas are of concern for you then you'd have a line or branch for each one and title them: Desk, floor, file cabinet, bookcase (and others you've identified).
4. Be creative and have fun! Use colored markers, draw pictures, use stickers, etc.
5. Create sub branches off of each main branch. For your desk you might have these sub branches: Top of desk, middle drawer, under desk. For your file cabinet you might have drawer 1, drawer 2.
6. Now it's time to make a decision! What sub branch do you want to do first? Maybe you want to do the easiest thing to have a quick success story or it may be you want to tackle the hardest thing to have a huge success story. The decision is up to you. Circle that area and put a #1 by it.
7. Finish prioritizing the rest of the office by deciding what's your second action, third action, etc.
8. OK, you've just made a decision by deciding where you're going to start. Now you're going to take action. Make an appointment in your calendar to organize that area and then get the supplies you need. On that date/time make it happen and organize your first priority.
9. While you're organizing it is very tempting to check your e-mail, send a quick letter, etc. STOP! Stay focused and just get that area organized. Use the 'Elizabeth Circle'. Draw an imaginary circle around your feet. You may not leave the Elizabeth Circle until you are done organizing that area. Stay focused and get it done.
10. When you're done with your first priority schedule your appointment for your second priority and so on. Step by step your office will become a place of clarity, peace, and productivity.

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.