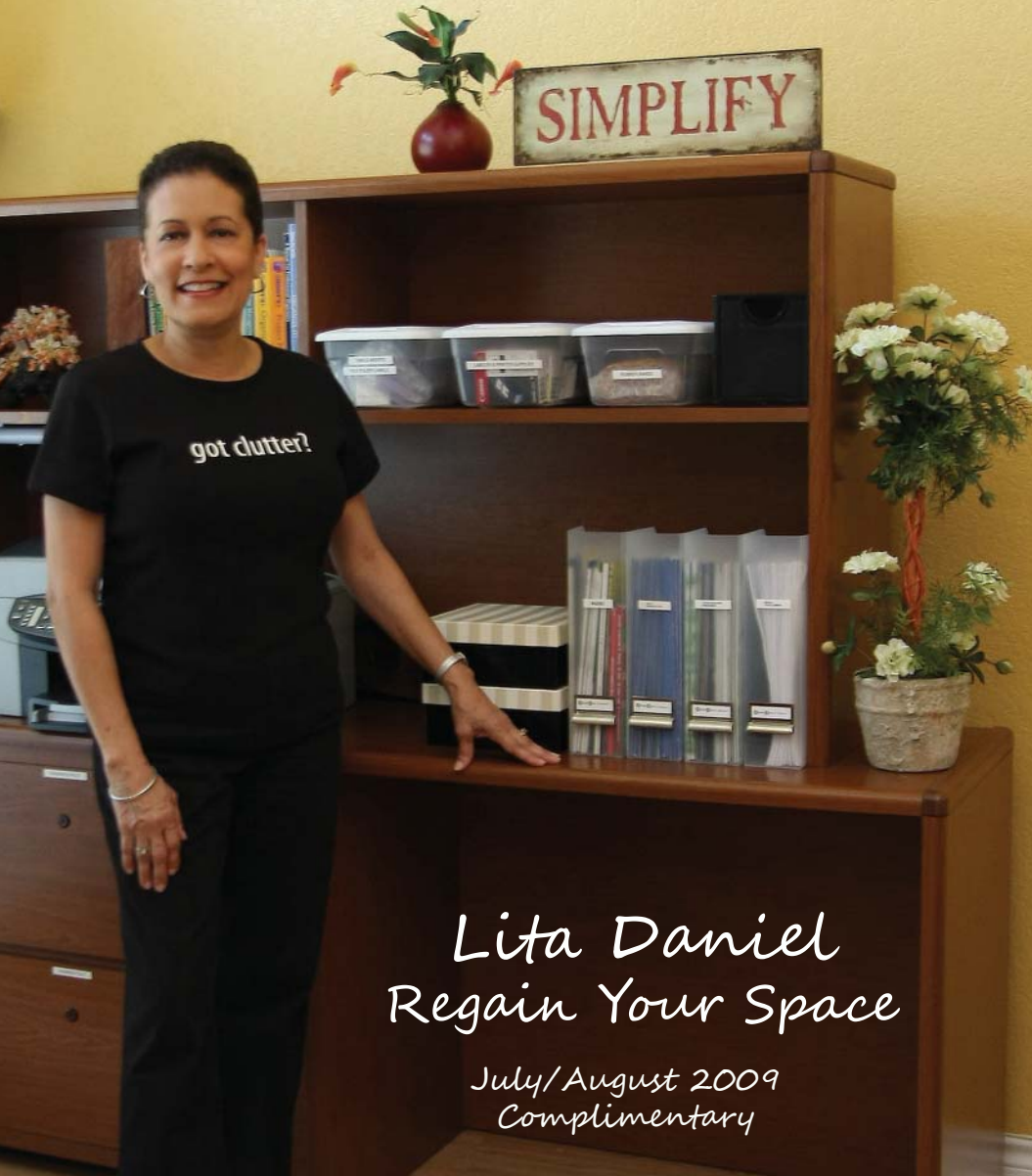


# Central Texas [woman]

*A lifestyle magazine for the modern woman*



*Lita Daniel  
Regain Your Space*

*July/August 2009  
Complimentary*

## Lita Daniel - Regain Your Space

With this issue being about owning your own business and being successful at it, selecting Lita Daniel as our cover woman was an easy choice. Lita is such a sweet and endearing lady who makes you feel so at ease from the moment you meet her. She moved to Central Texas with her family a few years ago and started Regain Your Space. As a professional organizer

she loves to see lives transformed by helping her clients get rid of clutter and organize their homes.



Lita is the consummate professional. She is a member of NAPO, the National Association of Professional Organizers and is Clear & SIMPLE certified. She is also an Ambassador with the Belton Chamber of Commerce and active in her church. In addition to her professional credentials, she practices what she preaches. I was in her neighborhood one day so I decided to stop by her home office unannounced. Her

home was as organized on a day she was not expecting anyone as the day we met and she showed me how she organized the house.

With TV shows like "Clean House" people think there is an entire entourage of people rummaging through their house not knowing what is going where if they hire a professional organizer. That is not the case! Lita works with her clients individually to develop a plan of action and works with her clients to sort, trash, donate, and organize their belongings thus empowering them.

If you are uneasy about someone coming into your home and "touching all your stuff" you can rest easy with Lita. Her professionalism, sweet demeanor, and vast knowledge about human behavior and the impact of organizing will give you the confidence and calm about hiring her.

Summer is a great time to get your home organized! Send the kids to day camp, hire Lita, and watch your home and your life transform from chaos into clarity. Take this time to take control and once and for all, regain YOUR space!

## Organize Your Business

Many women are embracing the wonderful opportunities offered by being entrepreneurs and running a home based business. Whether you're pursuing a life-long dream or jumping head first into a new adventure, the advantages are many. Of course there are challenges to deal with such as the constant interruptions and distractions from family, friends, and neighbors; erratic income; no one to interact with (i.e. co-workers) and keeping motivated.

Here are some tips to keep you on the right track:

- Designate an area for your home office, away from distractions. Set it up so that it looks and feels like an office. Purchase necessary supplies and equipment and create a document flow system for incoming and outgoing documents to help with paper clutter.
- Set up a work schedule that works for you. Advise family and friends of your office hours to avoid constant interruptions. You have to be serious about your business if you expect others to be as well.
- Maintain separate business and personal files. Keep track of your income and expenses and maintain a mileage log in your vehicle to record business miles and vehicle expenses.
- Use a planner to keep track of appointments, tasks, and goals.
- Consider an accountability partner, another business professional whom you communicate with regularly to motivate, encourage and mentor each other.

Trace **HIM** Women's Business Center  
"Bringing Visions To Past"



402 N. 8th Street  
Suite 100  
Killeen, TX 76548  
(254) 563-2749  
[www.thwbcenter.org](http://www.thwbcenter.org)

- \*How To Start A Business
- \*Business Counseling
- \*Networking and Mentoring
- \*Childcare Available

One of the most challenging aspects about running a home based business is finding the balance between your business and personal life. You do have your business to run, but you also have your personal life that you must pay attention to. Most of all, don't forget to take care of your health and well being.

Lita Daniel is a Professional Organizer in Belton, TX. She is a member of NAPO, she is certified in Clear & Simple, You can reach Lita at [RegainYourSpace.com](http://RegainYourSpace.com)