Solutions, systems, and support to help women get organized, manage time, create contentment and build their best life

WELCOME...

On a snowy day in 2003 I came to a realization: I was spending a lot of days "getting by," but not *really living*. The days where I felt "in the zone" were sporadic. Many days my head hit the pillow without a clear knowledge of what I had accomplished that day. I was watching time fly and life go by— but was I really an active participant, making the most of each day? I knew the answer was "no."

This answer did not sit well with me, so I embarked on a mission. I decided that each day, when I awoke, I would take one step forward in positive change. The goal was simple: *Continue taking forward steps until I was creating the life I deserved and desired.*

I knew accountability would be key in the quest and asked readers of previous books to join me. Within a week, 3,000 other women and I began the journey—a journey toward making today matter.

Those initial steps led me down a path I had not foreseen. Together, we created a momentum, an energy, a new way of living that began spreading by word of mouth. Within three years, over 100,000 women had used the tools that developed from that journey.

Since then, I have continued to develop and refine those tools, while devoting my life to working with women who want more out of life. Perhaps the "more" is an organized home, better relationships, less stress, a family dinner hour, a health and fitness plan that works, career success, improved esteem, an effective file system—Make Today Matter, LLC. is devoted to solutions *that can help you.*

This catalog brings many of our solutions to you. Browse and enjoy the products, programs, and services developed in response to women like you who want to make the most of each day.

Make today matter,

Brook Noël

WHAT WOMEN ARE SAYING...

"Brook Noel's tools have guided, inspired, and motivated me to cultivate better relationships with those I love, create a more peaceful home, adopt a joyful outlook, and connect with my authentic self. I recommend them highly to anyone wanting to take deliberate steps toward a fuller, more rewarding life." **Sarah, Pennsylvania**

"Brook Noel's programs have changed my life. The Catch-All Notebook is indeed my new best friend. My mind is so uncluttered now. If this is the impact in one week of using these tools, I can't wait to see my progress a month from now!" -**Kathleen, United Kingdom**

"I have seen so many positive changes in my life from using Brook's tools. I just wanted to let you know that your words of wisdom are helping one gal from Texas keep it all together." -**Deena, Texas**

"Clear some space out of your schedule and work through Brook's system of getting organized, healthy, and financially responsible. Brook takes all the things in our lives that keep us off balance—from overstuffed closets to forgetting to take ourselves—and gives simple steps to create a balanced, simplified life." **Elizabeth Dargis, "Simplicity Coach," Michigan**

"I am so glad someone showed me Brook's products. Using her tools is one of the best things I have done for myself in a long time." **Lizzy, Minnesota**

"My life has felt like chaos for several months (years?) and reading about Brook's tools came at a critical time in my life. I am getting more done in the past few days than I was accomplishing in the past few months. I was feeling paralyzed by the volume of things I had to do, and now I feel like I can move freely through my day!" **Lisa, New Mexico**

"These tools showed me an easier way to manage my house and children than going crazy every day hunting things down. I have family time back again, and that is truly a gift." **Dorothy, California**

"By using the Make Today Matter Online System I have learned that life is much more pleasant when it isn't a race or out of control. I have realized that anyone can be well-rounded and have everything that matters, when they have continuous support, goals, and a course of action for life. By using this system, I no longer feel like I just exist, but that I am actually living and getting to where I want to be." **Lynda, Ontario**

"Finally, a simple plan to follow. This is helping me and changing me for the better. I am so grateful to have found your program!" **Kimberly, New York**

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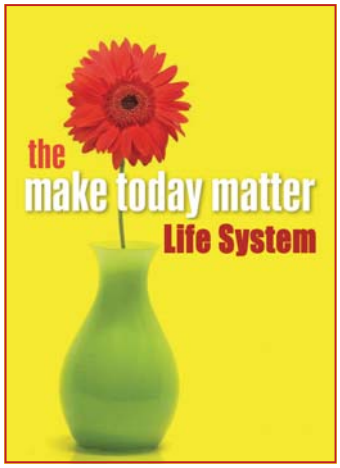
MAKE TODAY MATTER LIFE SYSTEM

INCLUDES FEATURES LISTED ON PAGES 6-12

A revolutionary program to help you get organized, conquer clutter, manage time, regain energy, save money, create contentment, master mealtimes, and build the life you want …

Inspired by her bestselling book, *The Change Your Life Challenge,* Brook's **Make Today Matter Online Life System** brings step-by-step support, guidance, and a revolutionary approach to help you build your best life.



If you think you have "tried everything" and there "isn't any hope left," think again. That is what hundreds of women thought prior to the **Make Today Matter Online Life System**. Organize your life, control clutter, prioritize and more with this innovative program.

The Make Today Matter Toolbox includes 30 step-by-step guides to help you save time, regain control, get organized, eliminate chaos and clutter, feel better, regain energy, build balance, and find more joy in your life. After completing the 30 Step Toolbox, enjoy a customized monthly program tailored to help you improve the life areas most needing attention.

A SAMPLING OF THE MANY BENEFITS OF MTM:

- Access the MTM Library for event transcripts and exclusive printables
- Meet other women and build friendships in our positive, moderated community
- Download monthly meal plans in 2, 4 or 6 servings
- Interact with Brook at special online events
- Use our moderated online action room to get motivated and get things done (available 6AM-11PM CST weekdays and9PM-11PM CST weekends)
- Choose three specialized Mini-Workshops each month: These action-oriented Mini Makeovers are content-packed, specialized action plans to help you implement a desired change quickly. Each workshop includes a printable lesson (6-30 pages), action plan, message board and online accountability tools.

MAKE TODAY MATTER LIFE SYSTEM

INCLUDES FEATURES LISTED ON PAGES 6-12

Monthly: **Pay-as-you-go-monthly** *$19.95 billed at time of purchase, then every 30 days from the program start date* sku: 4185548

Quarterly: **Quarterly Subscription** **Save 10%** over the pay-as-you-go plan *$53.85 ($17.96 month) $53.85 billed at time of purchase, then every 90 days* sku: 4185544

Annual: **Annual Subscription** **Save 30%** over the pay-as-you-go plan *$167.58 ($13.96 a month) $167.58 billed at time of purchase, then every 365 days* sku: 4185536

MTM Starter System (Pictured below):
With 1-year MTM Online Membership $299 sku: 5216997
Without MTM Online Membership $199 sku: 5216993

MTM Starter System: Includes:

Save over $120.00

- MTM Headquarters (p. 13)
- Good Morning Mug (p. 55)
- Housework Helpers Toolkit (p. 26)
- Set of 7 Files (p. 28)
- Catch All Notebook Starter Set (p. 19)
- Goal Workshop on CD-Rom (p. 56)
- Paperback: Good Morning (p. 41)
- Make Today Matter Bracelet (p. 55)
- Paperback: The Change Your Life Challenge (p. 40)
- Change Your Life Challenge Workbook on CD-ROM (p. 49)
- Menus and Mealtimes - 5 Menus on CD-ROM

MINI-MAKEOVERS

After completing the Toolbox, MTM Members tailor their journey by choosing three Minis to work on each month. Each Mini includes a detailed guide of 6-30 pages and a Mini Forum for help, progress, and accountability. Each month 2-5 new Minis are released.

AN EXCLUSIVE BENEFIT FOR MTM MEMBERS

To browse Minis by category, view all Mini options (new minis are added monthly), or to read the detailed descriptions, visit www.brooknoelstudio.com/mtmmembernews/

#001 That Meal in the Morning
#002 Facing Fear and Stepping Outside the Comfort Zone
#003 Invisible Blessings and Random Acts of Kindness
#004 Simplify Your Wardrobe
#005 Discovering Your Personal Values
#006 Emotional Energy Cards
#007 Operation Handbag
#008 Defining Decisions
#009 Creating A Spending Station
#010 Wading into Water
#011 Value Cards: A Compass for Contentment
#012 The Internal Critic: Overcoming Self-Negativity
#013 Operating the Errand Express
#014 Raising Strong Kids by Example
#015 Recapturing Daily Magic I: Back to Basics
#016 Portion Distortion
#017 Giving Back
#018 Creating a Personal Vision Statement
#019 Creating a Recipe Library
#020 Fighting Back Fatigue
#021 The Clutter Clearing Challenge
#022 Building A Budget
#023 Mastering Meal Planning (when cooking for one or two)
#024 Mastering Meal Planning (when cooking for three or more)
#025 Faith Matters: Reconnecting
#026 Staying Centered
#027 Faith Matters: Releasing Worry, Anxiety and Sadness
#028 Journaling and Creating an Idea Bank
#029 Self-Coaching Strategies
#030 Let's Get Movin': Laying the Foundation for Fitness Success
#031 Close Connections: A Parent's Guide to Effective Communication

MINI-MAKEOVERS

AN EXCLUSIVE BENEFIT FOR MTM MEMBERS

#032 Recapturing Daily Magic II - Connecting with Others
#033 Creating the Kitchen Master Task List
#034 Faith Matters: A Path of Purpose
#035 The 10 Faces of Procrastination
#036 Finding Simplicity
#037 Master Task List: Bedroom & Bath
#038 Sanity Savers for Stressful Times
#039 Faith Matters: Living by Example
#040 Mind & Body: The Caffeine Cure
#041 Cosmetic Control
#042 Faith Matters: Words to Remember
#043 Soul Food
#044 Monthly Planning
#045 Back in the Groove
#046 Practicing the Proverbs
#047 An Introduction to Visual Journaling
#048 Lose Weight with a Food Diary
#049 Mastering the Nightly Reflection
#050 Faith Matters: Straight to the Point
#051 Project Management
#052 Creating a Goal-Treasure Book
#053 Attitudes of Gratitude
#054 Yes! I'm sending Christmas cards this year
#055 Homemade Gifts
#056 Faith Matters: Character Counts
#057 Reality Routines
#058 Easy & Economical Holiday Decorating
#059 Magazine Madness: Creating a Personal Reference Library
#060 Refueling: How to Create an Energy Map
#061 FM: A Reason for the Season
#062 Creative Play: Color Collage
#063 S.M.A.R.T. Goals
#064 Creating A Goal Poster
#065 Faith Matters: Explorations
#066 Maximizing Your Multi
#067 How to Break a Bad Habit
#068 Creating a Mini Goal Grab Bag
#069 FM: Applying the Parables I
#070 Mind Mapping
#071 How to Stop Negative Thinking

MINI-MAKEOVERS

AN EXCLUSIVE BENEFIT FOR MTM MEMBERS

#072 FM: Renew Your Mind
#073 Beautify Your Home
#074 Chore & Reward Systems that Work
#075 FM: Practicing the Parables II
#076 Conquering Electronic Clutter
#077 Overcoming W.A.D. Thinking
#078 Creating Your Home Inventory
#079 FM: Power of Prayer
#080 Creating an Heirloom Cookbook
#081 Organizing and Inventorying Your Arts & Crafts Supplies
#082 Let's Get Movin': Stepping Our Way to Better Health
#083 Mapping Out a Creative Space
#084 Resume Writing
#085 Shop Smart: Building a Master Home Inventory and Shopping Secrets
#086 FM: Exploring the Psalms
#087 Selling Off Stuff: From Garage Sales to Consignment to Ebay
#088 Creating a Month of Magic
#089 How to Create a Thematic Unit Study
#090 Coupon Collecting: Spend Smart
#091 FM: Love Is
#092 How to Stage A Home
#093 Audio: Staying the Course—How to Handle Life's Interruptions
#094 Going Green
#095 Creating Your Holiday Notebook
#096 FM: Managing Your Moods
#097 Celebrate Thanksgiving
#098 Cookie Exchange and Stress-Free Entertaining
#099 Audio: Time Management Part 1
#100 Ten Steps to Jumpstart Your Job Search
#101 Surviving the Holidays (Grief Support)
#102 A Holiday Plan for the Children
#103 Audio: Time Management Part 2
#104 Life Profiler
#105 Audio: Get Ready, Get Set, Goal!

MAKE TODAY MATTER IS A ONE STOP SOLUTION TO HELP YOU

• Manage Time • Save Money • Regain Energy •
• Find Balance • Improve Relationships • Uncover Your Core Values •
• Control Clutter • Develop a Home Management Routine •
• Manage Mealtimes • Set Your Goals • Connect with Others •

SAMPLE MAKE TODAY MATTER ONLINE EVENT CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
New Journal Prompts Posted Action Jam with Lyn 6:50-9:00 PM: Sprinting Intro	Choose your three monthly Mini-Workshops	9:00-10:00 AM Office Hours with Brook Nightly Reflection Action Jam with Lela 8-9CST	Dessert Chat with Rhonda 12-1PM CST	Nightly Reflection Action Jam with Lela 8-9CST	Weekly Faith Matters Study 8:00PM	Next MTM Magazine Available
Action Jam with Lyn 6:50-9:00 PM Power Hour		9:00-10:00 AM Office Hours with Brook Nightly Reflection Action Jam with Lela 8-9CST	Featured Mini Event with Brook 7:00PM	Nightly Reflection Action Jam with Lela 8-9CST	Weekly Faith Matters Study 8:00PM	Saturday Morning Workshop with Brook 9:00AM
Action Jam with Lyn 6:50-9:00 PM Weekly Planning		9:00-10:00 AM Office Hours with Brook Nightly Reflection Action Jam with Lela 8-9CST	Lunch Bunch with Rhonda 12-1PM CST	Girls Night Out with Brook 7:00PM-8:30PM	Weekly Faith Matters Study 8:00PM	Next Menu Available
Action Jam with Lyn 6:50-9:00 Monthly Planning Monthly Cooking Club with Rhonda 1:00-4:00PM	Priority Planning Event with Rhonda 12:00PM	9:00-10:00 AM Office Hours with Brook Nightly Reflection Action Jam with Lela 8-9CST			Weekly Faith Matters Study 8:00PM	Operation Ugly with Brook 9:00-12:00PM MAIN ROOM
	PRIORITY PLANNING WEEK					

HOUSEWORK HELPERS

One of the reasons many women loathe housework is because it is never-ending. Undoubtedly, as soon as the dining room table is cleared and laundry hamper empty, we turn to find a new pile or full hamper. Conquering housework on a daily basis is often overlooked by family members—but with a little help from the Housework Helpers community, cleaning can be manageable and fun!

HOW IT WORKS: Every 30 minutes, between the hours of 6:00 AM and 11:00 PM CST Monday through Friday, and 9:00 AM to 11:00 PM CST on weekends, a trained moderator asks participants to share an action area they plan to focus on. Twenty minutes later, women report back to their computer screens to share progress.

WHY WOMEN LOVE IT... While your partner or children may not realize the challenge of matching every sock, other women do. Enjoy praise and encouragement for your hard work. What was once a source of drudgery has become an anticipated time for community and accomplishment.

"My husband laughed when I started cleaning and doing "online sprints." He thought I was going through another phase. Ten weeks later, I think he is your biggest fan!" Sharon, Oregon

"I attended my first sprint yesterday and can't believe how much fun I had cleaning! I was laughing out loud! I love the encouragement and recognition - it really keeps me motivated!" Jennifer, Arizona

Included in MTM Membership or available separately at the following rates:

Monthly $9.95 sku: 4010246 Annual $99 sku: 4010282

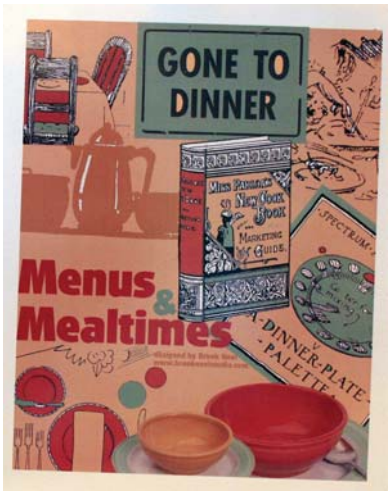
(You may also like our Housework Helpers Toolkit, see page 26)

MENUS AND MEALTIMES

It's 5:00...

do you know where your dinner is?

If you have ever stared blankly at your pantry or refrigerator while people clamor with the infamous question, "What's for dinner?" then consider a Menus and Mealtimes Membership.



A Menus and Mealtimes Membership not only provides you with kid-friendly plans and shopping lists, it also provides community, recipe sharing, bookshelf, printables and ideas to make dinner time for fun for the whole family.

Includes:

- Monthly Menu Plan: (you have access to your choice of 2, 4 or 6 servings each month) in printable PDF format
- Recipe Share Board: Share your favorite recipes, tips and more
- Community Chat: Chat with other members using the message system or through the Cooking Community Board
- Monthly Make Ahead Menu Event
- Bookshelf: Resources and articles for cooking and meal planning

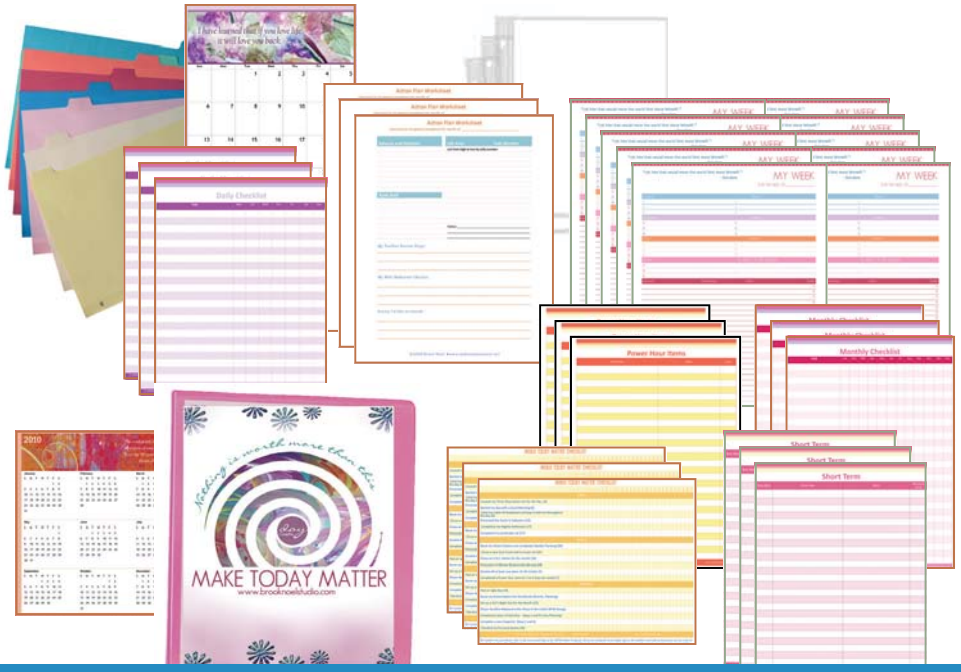
Menus & Mealtimes Membership Options:
Monthly Membership: $9.95 sku: 4012577
Annual Membership: $99.00 sku: 4199502
Or join MTM and Menus & Mealtimes is included!

(You may also like the Menus & Mealtimes Toolkit, see page 30)

MONTHLY MAKE-AHEAD MEAL EVENT

Make Today Matter Members: Mark your calendar from 1:00-4:00PM on the last Sunday of each month for our make-ahead meal event. We provide recipes and shopping lists to “stock up” on meals for next month. And then spend the afternoon “cooking up a storm” together!

MTM HEADQUARTERS



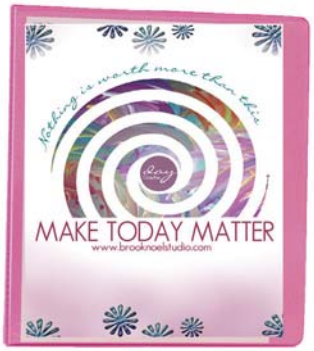
What's Inside...

The MTM Headquarters includes everything you need to get started: managing long and short term tasks; dates; daily and monthly routines; weekly priorities, and more.

- 12 My Week Pages
- 12 Monthly Calendar Pages
- 6 Short-Term Action Lists (3 pages, double-sided)
- 6 Long-Term Action Lists
- 6 Power Hour Lists
- 6 Monthly Checklists
- 6 Daily Checklists
- 2010 and 2011 Year-at-a-Glance Calendars
- 5 easy-load, color-coded sheet protectors
- 5 clear, heavyweight sheet protectors (not shown)
- Set of 8 pastel colored tabs with labels
- 3 Make Today Matter Checklists
- 1 slash pocket (not shown)
- Pink rivetless 3-ring Make Today Matter binder
- 3 Make Today Matter Action Plan Worksheets

Detailed descriptions of each bulleted item are on pages 14-17. Or, you can build-your-own Headquarters with the supplies on the following pages.
$60.00 sku: 4187895

BUILD YOUR OWN BINDER



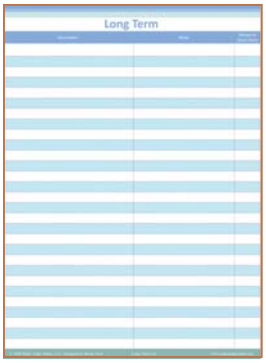
MAKE TODAY MATTER BINDER: Our pink binder has a rivetless spine and clear overlay on the front, back, and spine. Both the spine and the cover feature the Make Today Matter logo and the Goethe quote "Nothing is worth more than this day." The rings are mounted on the back so pages lie flat. A clear inside pocket can be found on the inside front and back cover. Holds 11 x 8-1/2 sheets. $10 sku:5671073

12 MTM CHECKLISTS Broken out by daily, weekly and monthly principles of the MTM System. The columns are numbered 1-31 to provide a month of space for tracking your progress. On card stock packaged in a heavyweight sheet protector. $10 sku:4187875

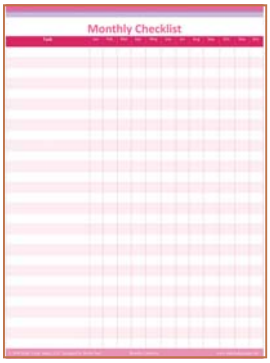
12 SNAPSHOT AND ACTION PLANS This worksheet features Brook Noel's Snapshot on one side and Action Plan builder on the other. Designed to be completed monthly to keep priorities in perspective. Printed on heavyweight paper and packaged in a heavyweight sheet protector. $10 sku:4187868

2 YEAR AT A GLANCE CALENDARS Printed on heavyweight cardstock, this set features two calendars with inspirational quotes, each covering a year at a glance. $4 sku:5671075

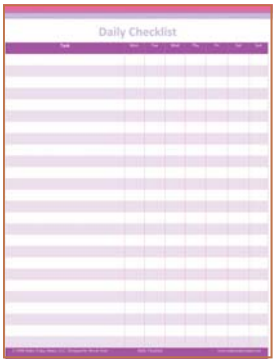
BUILD YOUR OWN BINDER



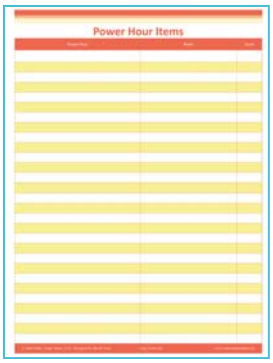
24 LONG-TERM LISTS (Double-sided, 12 sheets) Each page works with the MTM System to follow our way of grouping time to maintain maximum focus. Packaged in a heavyweight protector. $10 sku:4187889



24 MONTHLY CHECKLISTS (Double-sided, 24 sheets) The monthly checklist provides 12 columns labeled by month and a description area. Packaged in a heavyweight protector.
$10 sku:4187902



24 DAILY CHECKLISTS (Double-sided, 12 sheets) This page features a large space for description and columns for Monday through Sunday. Packaged in a heavyweight protector.
$10 sku:4187905



24 POWER HOUR LISTS (Double-sided, 12 sheets) These bold lists are used for the Power Hour Time Management practice in the Make Today Matter System. Packaged in a heavyweight protector. $10 sku:4187887

BUILD YOUR OWN BINDER

8 TABS WITH LABELS:8 write-on colored blank tabs with reinforced edge. Includes 8 colored pre-printed labels to organized your binder worksheets.

$3 sku:4187891

SET OF 5 EASY ACCESS LOW-GLARE SHEET PROTECTORS

Sort and divide with 5 different colors. Weekdays, months, or just things to do. The Easy Access Sheet Protector is open top and right side with closing flap, which prevent paper from falling out. Made of Super Heavy Weight premium polypropylene. Archival safe, will not damage photos, photocopies, laser and ink jet print. $4 sku:4188912

SUPER HEAVYWEIGHT PREMIUM GLASS CLEAR POLYPROPYLENE SHEET PROTECTORS Made of Super Heavy Weight 4.33 Mil (110 micron) premium glass clear polypropylene for the ultimate in durability. Archival safe. The hole line has been reinforced with white reinforcement strip for extra strength and durability. ARCHIVAL SAFE will not damage photos, photocopies, laser and ink jet prints. sku:5671081

Quantity Price Breaks

1-4 Sets of 5	$5/each
5-10 Sets of 5	$4/each
11+ Sets of 5	$3.50/each

BUILD YOUR OWN BINDER

12 MONTHLY CALENDAR PAGES
The first month of the calendar will automatically be the month after your order is placed. The backside features blank lines for writing down monthly notes.
$15 sku:4188843

24 SHORT-TERM LISTS (Double-sided, 12 sheets) Use this page to record your short-term action items to provide a quick preview of the weeks to come. Printed on both sides to provide plenty of preview space. Packaged in a heavyweight protector.
$10 sku:4187882

MY WEEK PAGES: Weekly overview provides space for recording top three priorities for the week as a whole, and each weekday. Backside features a full calendar, Monday-through Sunday, broken out by half hour from 7:00 AM to 10:00 PM. Each page features a different motivational quote.
$10 sku:4187835

All binder pages come packaged in a heavy-weight sheet protector.

POPULAR BINDER ADD-ONS

8 SLEEVE SOFT POLY 3-RING BINDER SOFT VINYL FOLDER WITH CLEAR SHEET HOLDERS. Both the front and back feature a full 8.5 x 11 pocket to keep pages handy and visible.

Inside are four additional clear pockets for storing information. Two half pockets (one on the inside and back cover) provide additional storage space. This 3-hole punched binder folder can easily be added to your MTM Binder or kept separate. *Available in pink, purple, magenta or red $6.99* sku:4189168

PERPETUAL CALENDAR FOR 3-RING BINDER This perpetual calendar is printed two sided on archival high-quality cardstock providing over 100 lines for your notes and dates. We package this perpetual calendar in 12 protective 3-hole punched sleeves so it can serve you for many years. *Suggested Uses: Use perpetual calendars for recording birthdays, anniversaries, any date-specific tasks that do not change year to year. These pages also make great Gratitude Journals or general lists/note keepers. $18* sku:4187914

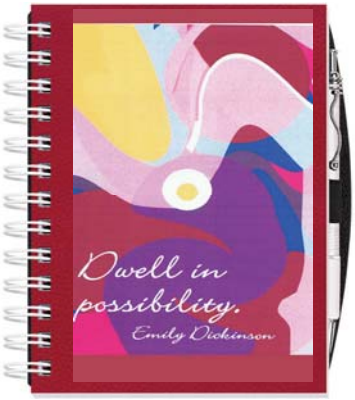
ADDRESS BOOK FOR 3-RING BINDER 40 pages of Contact/ Address pages with room for three telephone numbers, address, email and notes. Includes a set of 10 quick-find tabs.
$22 sku:4188942

CATCH-ALL NOTEBOOKS

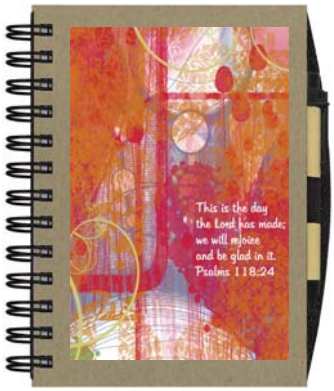
Our Catch-All Notebook starter-sets offer all of our most popular tracking and organizing tools along with your choice of designer Catch-All Notebook in a ready-to-go kit. Each 5x7-inch hardcover notebook features durable double-o wire binding and 200 sheets of lined paper. Elastic loop with pen included. Unlike much of today's stationary which is manufactured in the far East, we are proud to say these notebooks are made 100% in the USA. Choose from one of 4 styles. Includes all the supplies listed on the following page.
$28.00 sku:4186161

Quote: Be the change
you want to see in the world.
Gandhi

Quote: The best way to predict
your future is to create it.
Peter Druckner



Quote: Dwell in possibility.
Dickenson



Quote: This is the day the Lord
made. Let us rejoice and be
glad in it. Psalm 113:4

CATCH-ALL NOTEBOOKS

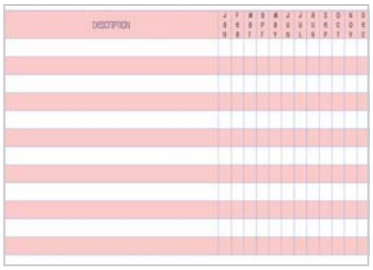
Catch-All Notebook Starter Set

Each Catch-All Notebook starter set includes:

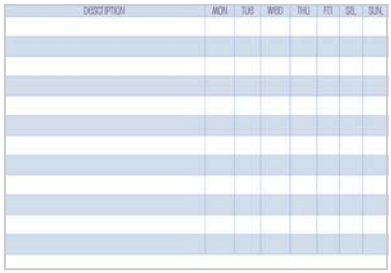
- Your choice of Catch-All Notebook from page 19
- 2 Contacts Cards
- Pen
- 6 Three-Step Action Lists
- 4 My Week Cards
- 4 Weekly Routine Tracking Cards
- 4 Power Hour Cards
- 6 Gratitude Lists
- 3 Planning Blocks
- 1(4x6) crystal clear self-adhesive pocket
- 1(4x4) crystal clear self-adhesive pocket
- 1(2x3) crystal clear self-adhesive pocket
- 1 self-adhesive corner pocket
- 1 Art Card Cover by Brook Noel with a self-adhesive crystal clear pocket for the cover
- 2 Action Clips with labels: One for bookmarking Active Tasks and another for bookmarking Short-Term Action Items (not pictured)
- 1 Set-Up Guide: These notebooks come with all of the components listed above but they are not pre-assembled. This allows you to customize your notebook to meet your personality. The Set-Up Guide includes detailed instructions on how to assemble your C.A.N. to work best for you. $28.00 sku: 4186161

"I've used planners, Lotus Organizer, MS Projects, but nothing actually kept me on track the way my Catch-All Notebook and the Three-Step List has!" Pat, Indiana

CAN REFILLS



MONTHLY TRACKING CARD
The monthly tracking card is printed on heavyweight cardstock and provides a column for each month of the year.
Suggested uses: A perfect tracking tool for monthly tasks and routines, appointments and meetings, birthdays and special events, bills and finances, prescription refills, and home management tasks. $6 sku:4186334



WEEKLY TRACKING CARD: The weekly checklist provides a grid with space for description and columns for Monday through Sunday. *Suggested uses: Tracking goals, tracking time spent on projects, exercise, water intake, chore charts, schoolwork, or weekly activities. $6* sku:4186336

MY WEEK CARDS: Each card provides space for weekly priorities, along with your priority action items for each day of the week. The backside features a to-do checklist. Add 2 to 4 to your Catch-All Notebook and leave the back-breaking bulky planner at home. *Suggested uses: Daily goals, Three-Step Action List, weekly planning, action plans, portable planning, checklists, to-do lists, active task list.*
$6 sku:4186341

BLANK CALENDAR BLOCK: This blank calendar provides a header row and 7 x 4 grid, perfect for customizing your own weekly or monthly calendar or tracker. *Suggested uses: Tracking goals, tracking time spent on projects, exercise, water intake, chore charts, schoolwork, or weekly activities. $6* sku:4186388

CAN REFILLS

POWER HOUR CARDS: These colorful Power Hour Cards provide space to record your Power Hour items and checkboxes for completion. *Suggested uses: Daily goals $6* sku:4186373

3-STEP ACTION LISTS
The 3-Step Action List provides a concise compass of direction, allowing you to fill in your top three action-priorities for each day. Over the course of the week, one filled list will deliver twenty-one, on target action step. 12 lists per package. $6 sku:5779888

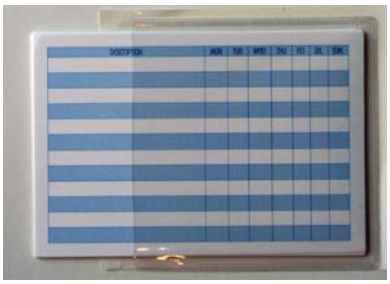
All Catch-All Notebook components come packaged in our quality, self-adhesive pockets to allow you to quickly configure your Catch-All Notebook to your liking.

GRADITUDE CARDS: This peaceful and soft design is perfect place for recording lists or three things you are grateful for each day. The cards feature inspirational quotes on happiness and gratitude. Each card provides 21 lines for recording a week's worth of gratitude. *Suggested uses: Personal correspondence, notes of encouragement, wish lists, general lists, add one to the fridge and encourage each member to add something they are grateful for each day to create a Family Gratitude Keepsake $6* sku:4186337

CONTACT CARDS
For every day use trade in the bulky planner and consolidate your frequently called numbers on these Contact Cards to tuck inside your Catch-All Notebook or personal planner. *Suggested uses: Web site information and passwords, important numbers, emergency contact lists, frequently called numbers*, 2.75 x 6.75 inches in size, 6 cards per package $3 sku:4186380

SELF-ADHESIVE POCKETS

SELF-ADHESIVE ENVELOPES: Self-Adhesive envelopes provide a quick and easy way to customize your card system for use with any notebook, our Catch-All Notebook, or your existing planner. *Suggested uses: Store lists, cards, add reminders, goal and affirmation cards*



(pictured 4 x 4 1/4)

We went directly to the manufacturing plant to bring you better prices (You'll find these high-gauge vinyl pockets commonly sold for 2 to 5 times more!

Each envelope is constructed from flexible and durable 8-Gauge ultra-clear vinyl (unlike many retail pockets using 2-4mil)

Size	Set of	Price	SKU
2 x 3.5	6	$3.25	4186389
4 1/4 x 4	4	$3.50	4186401
4 x 6	4	$3.50	4186398
5 x 7 1/8	4	$4.00	4186403
8.5 x 11	3	$4.00	4186404
2 inch corner	12	$4.00	5671100
Tip: (The 4 1/4 x 4 makes a good half-pocket for 5 x 7 notebook)			

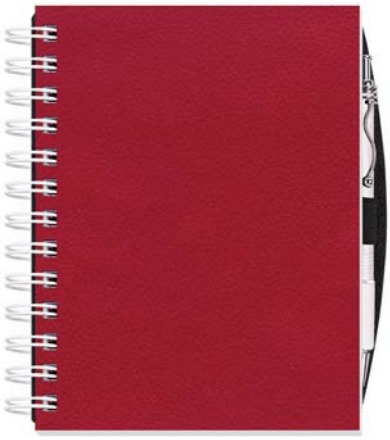
LIST PADS

LIST PADS: These 60 page list pads come with two magnets and wrapped with a ribbon. Choose from Weekend Warrior, Shopping List and Note to the Babysitter Designs $6.00 sku:5779897

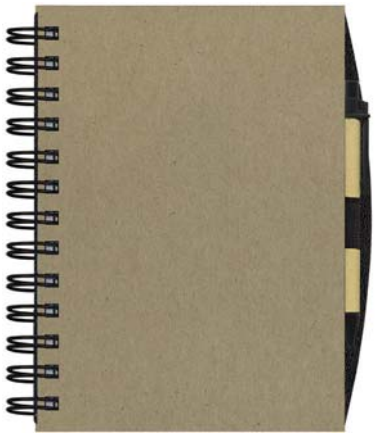
NOTEBOOK-ONLY REFILLS

Customize your own Catch-All Notebook or refill the "notebook" with these elite stationary products made in the U.S.A. Each notebook is spiral-bound, hard-cover, features 200-lined pages, elastic loop and pen. $12 sku:5671101

5 x 7 Notebooks are available in Red, Pink, Green, and 100% Recycled covers



RED



RECYCLED

PINK

GREEN

TOTE NOTES

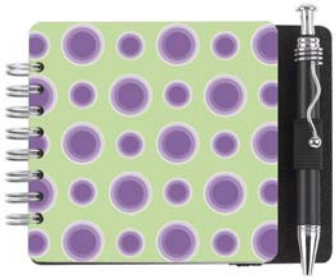
These 4 x 4 inch Tote Notes are the perfect solution for keeping pen and paper at the ready anywhere! Each hardcover notebook featured a delightful design, elastic pen loop, pen and 50 lined pages. Use to store daily notes or reminders or to accompany you when you cannot take your Catch-All Notebook. Pages easily fit into our Catch-All Notebook pockets allowing for quick transfer and optimal organization.

Each notebook features a small affirmation card on the inside cover, tucked inside a self-adhesive pocket. All notebooks are manufactured in the USA. $6 sku:5671105

Styles:
A = Dots
B = Scrolls
C = Purple Dots
D = Jubilee
E = Squares

A

B.

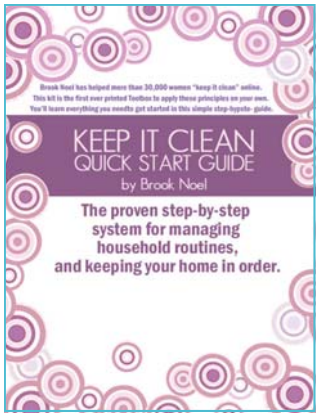


C.

D.

E.

HOUSEWORK HELPERS TOOLKIT



Adapted and expanded from Brook Noel's 10 Weeks to the House You Want class, this kit provides everything you need to get your home clean and keep it clean!

The kit is neatly organized in a soft, pink vinyl folder with clear sheet holders. Both the front and back feature a full 8.5 x 11 pocket to keep your active tasks handy and visible.

Inside are four additional clear pockets for storing the Inventory, Weekly, Daily and Monthly worksheets included in this Toolkit. Two half pockets (one on the inside and one on the back cover) provide additional storage space. This 3-hole punched binder folder can easily be added to your MTM Binder or kept separate.

The Keep It Clean Quick Start Guide will help you:

- Take inventory of the tasks to be done in your home
- Break down tasks into manageable parts
- Provide examples of a completed plan
- Ensure you set realistic goals and expectations
- Organize your tasks into daily, weekly, and monthly routines to ensure housework doesn't pile up
- Provide tips for staying motivated and staying on track

(This product is only available in the Housework Helpers Toolkit. Not sold separately. $10 value)

The kit (pictured on the next page) includes:

- Soft pink vinyl clear pocket organizer, 3-hole punched
- Keep It Clean Quick Start Guide
- 3 Housework Helpers Inventory Worksheets
- 3 Weekly Breakdown by Month Worksheets, total of 3 double sided pages
- 3 Monthly Trackers, total of 3 double sided pages
- 3 Day by Day Weekly Worksheets, total of 3 double sided pages
- 8.5 x 11 self adhesive pouch (for creating a "Quick Reminder" station in the location of your choice)

$28.00 sku:4189165

HOUSEWORK HELPERS TOOLKIT

HOUSEWORK HELPERS INVENTORY: The Housework Helpers inventory sheet provides a step-by-step solution for organizing the tasks involved in maintaining your home. After completing this one-time walk through the information is transferred into routine checklists by day, week, month or year.

$10 sku:4189167

To purchase poly-binders separately see page 28. To purchase daily or monthly worksheets separately see page 15.

3-ATTACHMENT TIMER: This timer features a clip on the back to easily attach to a purse or waistband. Or use the magnet to adhere to any magnetic surface. There is also a pull out stand to set the timer on any flat surface. $12 sku:2445411

FILES

SET OF 7 FLAT FILES:
Project Style –or-
Notes & Archive Style
$14 sku: 5039879

SET OF 5 3-SIDED FILES:
Project Style –or-
Notes & Archive Style
$14 sku:5039878

PROJECT STYLE: Our project-style filing solutions offer detailed space for planning and organizing your short- and long-term projects. The front features a project overview chart with space for target completion date, project name, description, overview and key contacts and information. The back side features an Action Step Ledger for listing your specific tasks and due dates. Space is also included for tracking delegated tasks.

NOTES & ARCHIVE STYLE: Our notes and archive file solutions feature blank lines for indexing on the front of the file. The back of the file features additional notes space that can also be used as a checklist.

8 SLEEVE, SOFT POLY 3-RING BINDER: Soft vinyl folder with clear sheet holders. Both the front and back feature a full 8.5 x 11 pocket to keep pages handy and visible. Inside are four additional clear pockets for storing information. Two half pockets (one on the inside and back cover) provide additional storage space. This 3-hole punched binder folder can easily be added to any three-ring binder. Available in pink, purple, magenta or red $6.99 sku:4189168

FILES

ENVELOPE FILING LEDGERS: Each ledger is 8.5 x 11 with a full-adhesive back so you can adhere it to the file or envelope of your choice. Simply attach and list contents.
$8 sku:5040175

SET OF 6 BLANK LINED LEDGERS/ CHECKLISTS: 6 different color sheets for color-coding, each ledger features two columns and optional checklist to the far right. Includes envelopes. $8 sku:5040175

SET OF 6 FINANCIAL LEDGERS: (Ledgers only - attach to your own envelope or file) Includes space for description, date due, date paid, amount, how paid and reference number. Includes envelopes. $8 sku:5040175

Quick Tip: Brook has always loved envelopes for storing papers as they close on all sides. Use these filing ledgers to quickly customize any 9 x 12 envelopes.

VERTICAL CLEAR MULTI-POCKET FILING:

Brook customized a heavy-duty, clear, 8 mil. vinyl holder to create her ultimate file. The inside holds up to 100 pages in durable no-rip seams while offering a clear view to the contents within. The outside contains a holder to secure a pre-punched page that can later be transferred to your planner to allow the file jacket to be used again and again. Packaged two per set, each set contains two folders, two colored pre-punched index/checklist ledgers and pre-printed labels to quick customize by month or to match the Make Today Matter System..

$7 sku:5040174

MENUS & MEALTIMES BINDER

Never wonder "what's for dinner" again

If you have ever stared blankly at your pantry or refrigerator while people clamor with the infamous question, "What's for dinner?" then Brook Noel's comprehensive Menus & Mealtimes Toolkit is ready to come to your rescue.
$89 sku:5391253

This comprehensive Toolkit provides:

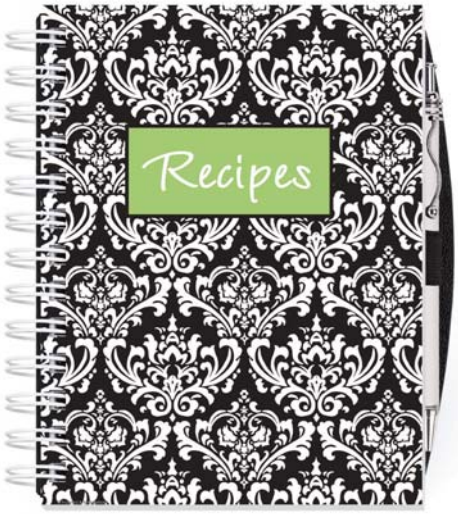
- 12 months of dinner menus, complete with shopping lists. Choose from 2, 4 or 6 servings. These menus are on CD-ROM so you can print multiple copies of the shopping lists to save time.
- Brook's 20+ page Step-by-Step Guide to mastering meal planning which takes you through the process of expanding your Menus and Mealtimes collection with your own menu additions.
- Brook's 15+ page guide for Creating a Recipe Library. This guide shows you how to corral recipes for reference and then to build from that reference shelf to create additional menus.
- Toolkit assembled in a three-ring coral view binder.
- Includes a red, 8 page, soft-poly binder to protect recipes while cooking.
- Use the 5 blank tabs to divide recipes.
- 1 slash pocket for holding notes, menus, and more.

I have 4 kids ages 13, 10, 8, and 3. My 8-year-old son starts complaining about what we are having for dinner long before I ever get it on the table. I was so tired of hearing him complain, I didn't even feel like cooking. When I received an e-mail about the Meal Plan service, I decided to give it a try. I hung the menu on the fridge where my kids could see it and was surprised to see how excited they were about it. My son only complained about 1 meal all month long, and I actually cooked dinner 6 nights a week instead of my usual 3-4. It is so nice to sit down each night to eat as a family. Thanks a million! Liz, St. George, UT

MENU HELPERS

Add some Parisian-style organization to your menus with this magnetic shopping list, recipe keeper, and recipe cards. Available individually or as a set.
sku:5779916

SHOPPING LIST: Each list is 50 pages, 4 x 7 3/4 inches, and wrapped with an attractive ribbon. Includes an optional magnet back. $6



RECIPE KEEPER: This recipe keeper is a hardcover, spiral-bound journal that includes an elastic c loop and pen, and 200 fill-in recipe pages. The recipe keeper is 5 x 7 inches in size. $14

RECIPE CARDS: Each set of 25 cards is 4 x 6 inch in size, and includes space for recipe name, serving size, and ingredients. Packaged with an attractive ribbon. $6

Parisian set including shopping list, recipe keeper, and recipe cards $22

PROJECT MANAGEMENT TOOLKIT

Projects require multiple action steps to complete and often stretch out over a period of time or require the involvement of others. Learning how to break down a project into realistic action steps is the first key to accomplishing that project. Learning how to give your plan a “reality check” is the second key, and the third key is implementation and revision.

Brook's Project Management Binder shows you how to break down a project using mapping techniques and overview worksheets to create a solid plan of action.

This Toolkit includes:

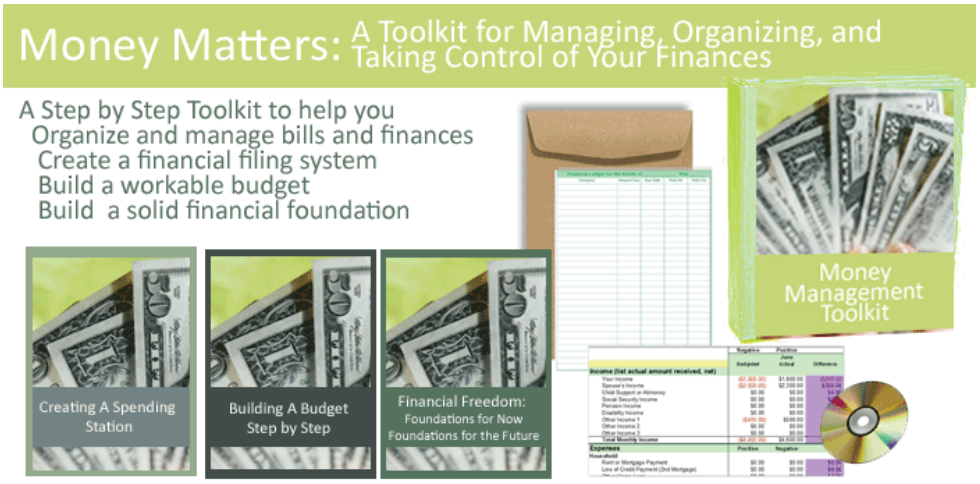
- 3 Project Management Expandable Files (color coded - red, blue, green)
- 3 Expanding multi-page sheet protectors (color coded - red, blue, green)
- 3 Slash Pockets (color coded - red, blue, green)
- 3 Project Envelopes
- Brook's Project Management Guide
- Printed Project Overview and Breakdown Worksheets (10 of each, 20 total)
- CD-ROM to print additional Project Worksheets

Perfect for....

1. Anyone who has a lot of project management in their personal or professional life.
2. Anyone struggling with all the paper involved in a project
3. Anyone who finds they tend to “stall” on projects and need proven techniques to keep them moving forward

$60 sku:5391244

MONEY MATTERS TOOLKIT



The complete solution for saving time, money and getting your finances under control

Created by bestselling author Brook Noel, the Money Matters Toolkit provides everything you need to organize and manage your finances while creating a budget for now and solid foundation for your financial future.

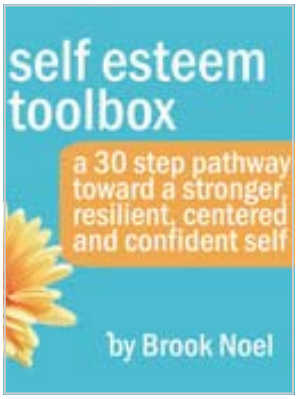
This comprehensive Toolkit provides:

- Building A Budget Workbook: This 20 page guide takes you step-by-step through the process of building a budget with helpful checklists every step of the way.
- An Excel spreadsheet that allows you to enter in your information to quickly and easily build a budget and a bills reminder worksheet.
- A 70+ page workbook titled Financial Freedom (on CD-Rom) that helps you understand savings, credit, getting out of debt, life insurance, preparing for retirement, social security and more.
- Brook's Creating a Spending Station workbook to help you set up a workable, simple system to manage and file all of your financial paperwork.
- 12 financial envelopes to use with your Spending Station
- A green three-ring binder for keeping everything together

$60 sku:5391259

To order FINANCIAL LEDGERS and ENVELOPES see page 29

The Self-Esteem Toolbox



Many are caught in a negative web of emotions, cycles and thought-patterns. Emotions like worry, guilt, self-criticism, sadness, stress, and anxiety take up residence in our minds and souls and begin to direct our lives. Brook lived like this for many years. She longed to find a "core," a "center" that was inspiring versus draining. Brook knew that living life to its fullest, maximizing the joy in each day, loving herself, and the contributions she could make to friends, family and community relied on finding this core.

After years of trial and error, Brook found that "core." She invites you to discover a bright path and learn how to leave behind the ever-present shadows of doubt, anxiety, self-criticism, worry, and other belittling thought patterns in the past.

Lesson 1.1 Welcome. Are you ready to board?
Lesson 1.2 Understanding Self-Esteem
Lesson 1.3 How Your History Relates to Today
Lesson 1.4 Taking Control and Self-Coaching
Lesson 1.5 Self-Acceptance and Negative Thought Patterns
Lesson 2.1 Exploring Blame
Lesson 2.2 Filtering
Lesson 2.3 Hearing versus Listening
Lesson 2.4 Predicting the Future a.k.a The Crystal-Ball Syndrome
Lesson 2.5 Tools for the Self-Esteem Toolbox
Lesson 3.1 How the Mind Works: A Primer
Lesson 3.2 Internal and External Thoughts
Lesson 3.3 The Snowball Effect
Lesson 3.4 The Law of Attraction
Lesson 3.5 Reprogramming Basics
Lesson 4.1 How to Stop Negative Thinking
Lesson 4.2 Creating Your Personal Scripts
Lesson 4.3 The Power of "I CAN"
Lesson 4.4 Mini-Missions
Lesson 4.5 Your Invisible Coach
Lesson 5.1 Programming the Positive: Step One
Lesson 5.2 The Positive Perspective Part Two
Lesson 5.3 The Power of NOW
Lesson 5.4 The Cycle of Worry, Negativity, Guilt, Stress & Sadness
Lesson 5.5 Distractions
Lesson 6.1 Journaling
Lesson 6.2 Self-Forgiveness
Lesson 6.3 How to Find Courage in the Chaos
Lesson 6.4 & 6.5 Review & Summary

$29 sku:5228997

Journaling:
Self Discovery through the Written Word

Throughout the ages, many women have used journaling to solve problems, gain insight, and encourage self-discovery. One need not be a writer or creative person to derive the benefits that can only be found though the practice of journaling.

The disciplined practice of journaling has personally changed my life and those of countless other women. The key to successful journaling is the understanding of how and what to journal about in order to create a written record that becomes one of your closest friends.

This e-workbook, adapted from Brook's four-week course, takes you step-by-step through practical journaling techniques that allow you to gain insight, learn about yourself, reduce stress, solve problems and overcome obstacles.

The Practice of Journaling
In the first five lessons, we will explore how women of both past and present have used journaling as the primary key to self-discovery. You'll learn the "guidelines" that allow your journaling to be a rich source of information and an enjoyable practice. This week you will try five different journaling techniques to "get your feet wet."

Journaling for Self-Discovery
In the second set of lessons, attention turns to how the journal can be used as a path to self-discovery. Using journal prompts you will explore aspects of your life, balance, desires and needs.

Journaling to Solve Problems
These lessons share how journaling can be practically applied to solve problems. You'll be encouraged to choose one challenge or problem to work with throughout the week. Three different journaling techniques will be applied to this problem to help uncover the solution.

Journaling to Understand
In the last set of lessons, you will learn how to use your past journal entries to understand current challenges and options available to you. You'll learn how to detect common themes among your entries which lead to further understanding of the self. This week also includes 50 journal prompts that you can use to continue your voyage of self-discovery.

$19.95 sku:5383104

Staying Motivated

How to harness focus and energy to maximize each day

Have you ever enjoyed one of those days where everything seemed to sync and just fall into place? Despite what your to-do list entailed, you moved through it with ease and satisfaction. Many people believe these days "in the zone" are a matter of luck and rare occurrences to be savored.

These days aren't a matter of luck, or just a good day; there is actually a sequence of events that create this high-functioning zone. It is not lack of willpower or self-discipline that creates off days. We cannot muster willpower and motivation from thin air.

Contrary to popular belief, we are not born with willpower, –it isn't something you have or do not have. Science shows that willpower, discipline, focus and flow are created through a unique series of steps. Once the formulas are understood, anyone can apply them to any aspect of life.

After reading thousands of pages, this workbook distills what Brook Noel has learned (and seen work) into easy-to-understand techniques that can be applied to realize maximum focus, flow and self-discipline. These qualities allow you to move past obstacles, reframe your experience, and experience daily success.

Week One: The Mind We Were Born With: When we understand what we are working with, we begin to see how this basic programming is reflected in our beliefs and actions. This week you will uncover how these patterns are at work in your own life.

Week Two: Thoughts Control the Thinker: This week you'll discover how thoughts control the thinker and how this can be the major factor that improves or impoverishes your life.

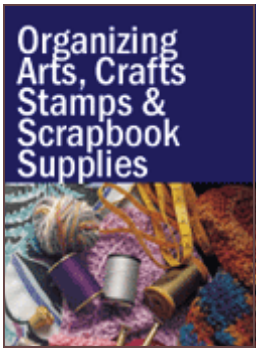
Week Three: In the Zone: Zone and Flow have been defined as a period of optimal experience, when a person is able to clearly move forward without being distracted or sidetracked. In this state, people often lose track of time all together. This week you will learn how flow works and gain insight for creating flow in your own life.

Week Four: Living the Lessons: This week we will blend your knowledge and notes from the first three weeks into an action plan for daily living.

$19.95 sku:5382876

E-WORKBOOKS

Organizing Arts, Crafts, Stamps, and Scrapbook Supplies



Get your creative space organized! Save time. Looks less and create more!

Often in the midst of creativity we do not want to stop and put something back or lose our flow by searching for a misplaced item. Before we know it our creative space is pile upon pile. Brook Noel faced these challenges and began to work through her creative space, using new approaches and knowledge from her other organizational systems. She adapted these to specifically match people when in the "creative zone." This led to the "creative organizational system," that is shared in the Workbook. While you can work at your own pace, the lessons are structured over a five week time frame to help you customize your own personal creative space.

Week One: Taking Stock: This week a step-by-step plan will help you "take inventory" of all the major groups of crafts we will be organizing as well their major "sub-categories." This will provide a high-level overview as we get down to the business in week two.

Week Two: Thinking it Through and Mapping Out Your Space: We begin by answering a series of questions about your creative personality, obstacles, how often you use materials, etc. We then hone in on the specific questions for the categories identified during week one. Using this information we will map out our space (no matter how big or small) to make a physical-plan that is maximized for creative endeavors.

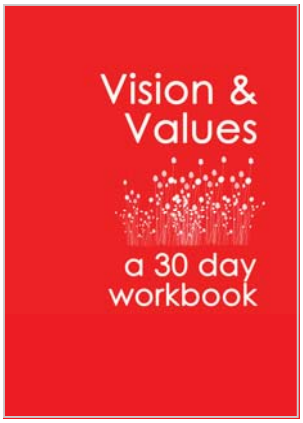
Week Three: Thinking Outside the Box: Big containers with drawers, little containers with drawers, plastic boxes with lids, plastic boxes without lids, cute material organizers, binders, files--the choices are endless! In these lessons Brook shares the pros and cons of how to "store the stuff" and how to identify solutions that match your creative personality.

Week Four: Putting It All Together: Using the solid written plan we created, these lessons mark the start of "major" implementation. While we will have completed some organizing-warm-ups in preceding weeks, this is the time where we truly dive in!

Week Five: Organizing Support and Your Questions Answered: In these lessons, Brook covers common organizing questions and provide a comprehensive list of resources. Lastly, we create a walk-thru and maintenance plan for our craft area as well as outline any remaining tasks to complete.

$19.95 sku:5363492

Vision and Values
a 30 Day Workbook



This workbook combines three MTM Mini-Workshops: Uncovering Your Personal Values; Value Cards: A Compass for Contentment; and How to Create A Personal Vision Statement (see page 8 to learn more about Mini-Makeover Workshops).

Part One: Uncovering Your Core Values
Clear values act as a filter. In times of indecision, we can compare options to our guiding values to make a decision. Values are the seams which shape the fabric of our lives. Without defined values, we have torn seams where the unwanted can sneak in, and our energy can sneak out. Values allow us to advance confidently in a meaningful direction. Without them we will be blown around by the emotions, people, and external events of the day. In this section you are guided through eight exercises to help you hone in one to three core values from the included Values List of 295 values.

Part Two: Value Cards: A Compass for Contentment
Knowing our core values is the first step in building a life of contentment and joy. But how do we use these values to shape our lives? In this section, Brook shows you how to incorporate these values into daily life to ensure you are living your life “on purpose” in alignment with these key values. Includes 4 activities, journaling space, values worksheet and sample value cards.

Part Three: Creating a Personal Vision Statement
A Vision Statement encompasses the values we hold dear, the overall “theme” we want to live in our life. Without a vision, you are likely to wander aimlessly because there is no uniting purpose between daily actions and a larger vision. A clear vision statement will help us choose daily actions and make decisions that are right for us. There may be a million things we want to do, but only a few that will truly create the life we desire because they align with our vision. Includes 6 activities.

$12 sku:4135659

ADDITIONAL E-WORKBOOKS

Some of our online courses are also offered as e-books for immediate download or on CD-ROM. These include:

Getting Things Done $19.95 sku:5382923
E-workbook for immediate download
See page 61 for description

Overcoming Procrastination $39.99 sku:5382925
2 CD-ROMs, 1 with workbook, 1 with audio
See page 64 for description

High Energy Living $29.00 sku:5265801
E-workbook for immediate download
See page 58 for description

Goals Workshop $29.00 sku:5265805
CD-ROM with course lessons
See page 56 for description

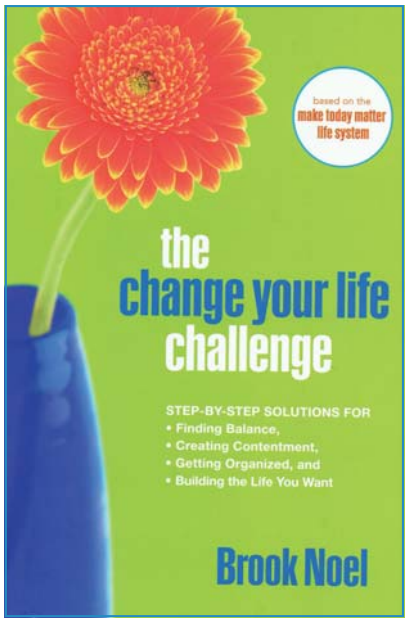
Visual Journaling $29.00 sku:5363497
2 CD-ROMs, 1 with course lessons, 1 with images
See page 65 for description

Simplify Your Life $29.00 sku:5390967
E-workbook for immediate download
See page 63 for description

We also offer an extensive collection of Faith Matters Studies, see pages 71-75 for details.

Change Your Life Challenge

Step by Step Solutions for Finding Balance, Creating Contentment, Getting Organized and Building the Life You Want



- Are you struggling to keep up with life?
- Do you have a list of to-dos you will get to "someday?"
- Are you overwhelmed with the needs of others, leaving little time for yourself?
- Have you tried other “life management” programs with no success?
- Are you tired of mood, attitude, and energy swings?

Over 160,000 women, many of whom felt the same way, have changed their lives for the better using the strategies Brook Noel presents in this book.

Created by life management expert Brook Noel, *The Change Your Life Challenge* offers easy but effective step-by-step solutions for implementing lasting change in every major life area.

Created by Brook Noel as she sought to make over her own life in an achievable step-by-step fashion, the premise of *The Change Your Life Challenge* is that although our lives are complicated, our systems do not need to be. Noel will show readers how to make over finances, friendships, relationships, family, organization, health, fitness, self, home, self-esteem, and spirituality. Readers will learn:

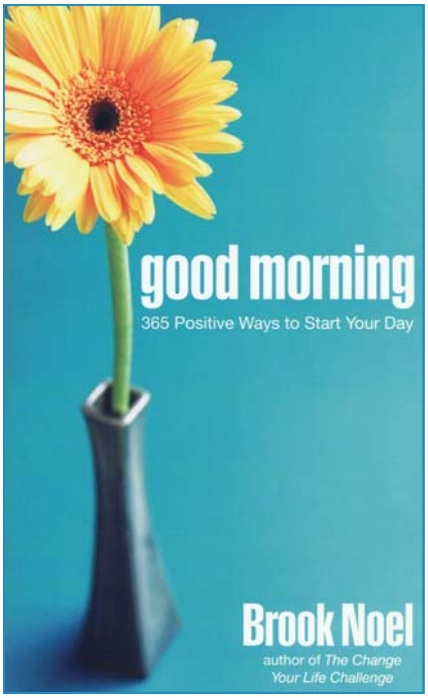
- A step by step system for conquering clutter and keeping your home clean
- How to make time work for you-instead of against you
- How to discover and live by your core values and beliefs
- The key to never forgetting anything
- How to end procrastination

Simple daily actions can result in an entire lifelong makeover…
just take the challenge.

List $16.00 Our Price $14 sku:4237744 (autographing available)

CD-ROM Companion workbook of printable worksheets also available.
See page 49 for details.

Good Morning
365 Positive Ways to Start Your Day



Good Morning offers proven tools to help us live our best life daily. While studies show breakfast to be the most important meal of the day, Brook Noel believes a positive "emotional breakfast" is a key source of emotional, mental, and physical strength for the day. Good Morning provides readers with a daily dose of inspiration to make every day matter.

More than 40,000 women have realized the benefit of starting their day with a positive thought and Good Morning, a principle tool from the bestselling book *The Change Your Life Challenge,* also authored by Brook Noel. Each day for more than three years, Noel has sent a daily email, challenge, and affirmation to her readers.

By request, Good Morning compiles a years worth of positive morning messages into a single volume, offering readers 365 reflective boosts to begin the day.

"I have read your emails for years. They say that thoughts lead to actions; your Good Mornings are a cleansing to the mind. Can't tell you what a good diet it has been." —Tiffani

I count on Brook's Good Morning to remind me of what is really important in life. – Michelle

Brook's Good Mornings have a way of changing my day. No matter the quote…it gives me a reason to view my day differently…especially if it didn't start out right. —Betsy

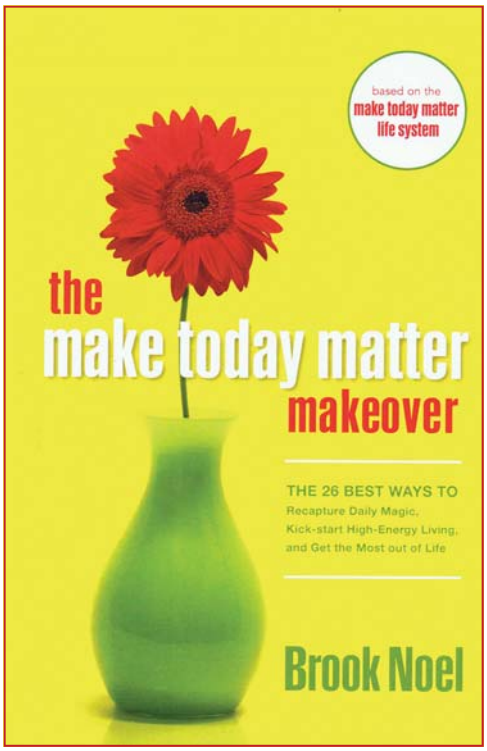
Your messages are a gift every morning and encourage me to look beyond myself. —Claudia

The Good Morning messages never fail to brighten my day and/or give me a gentle nudge in the right direction. —Fran

List Price $18.95—Our Price $16 sku:5174251 (autographing available)

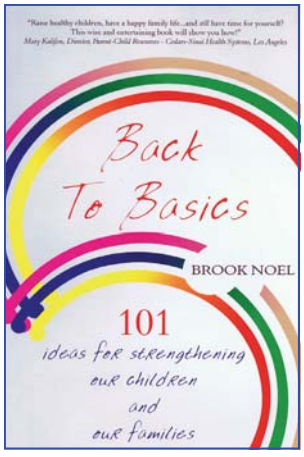
The Make Today Matter Makeover

The 26 Best Ways to Recapture Daily Magic, Kick-Start High Energy Living and Get the Most Out of Life



A positive and practical solution for living your best life, *The Make Today Matter Makeover* draws on the best of Brook Noel's acclaimed Make Today Matter System. Each mini-makeover is an action-oriented, highly focused exploration of a single topic, designed to help readers implement change in less than two weeks. The 26 mini-makeovers included in the book represent the best-loved fan favorites from the more than 200 options within the Make Today Matter System.

With tips on high-energy living, health and wellness, home management and organization, time and information management, conquering procrastination, self-esteem, recapturing daily magic, clearing clutter, and staying centered, *The Make Today Matter Makeover* offers readers an opportunity to improve no matter what the area. Brook Noel provides a do-it-yourself guide to happiness and getting the most out of life. List $14.99 Our Price $12.00, 320 pages
sku:5671161 (autographing available)



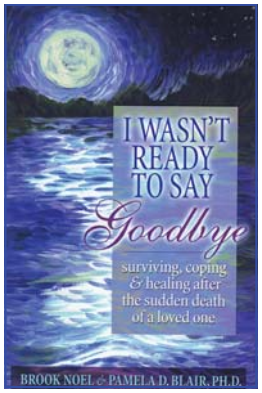
Back to Basics:
101 Ideas for Strengthening the Family

In today's busy life our focus on often shifts from the family to meeting daily demands. In this wise and thoughtful book, Brook shares 101 ways to return the focus to family. The book opens with a quiz to asses what strategies can help you begin making positive change quickly. List Price $13.95, Our Price $10 , 180 pages sku:5779928 (autographing available)

PAPERBACKS

I Wasn't Ready to Say Goodbye

surviving, coping and healing after the sudden death of a loved one



Each year about eight million Americans suffer the death of someone close to them. Now for these who face the challenges of sudden death, there is a hand to hold, written by two women who have experienced sudden loss. This updated edition of the best-selling bereavement classic will touch, comfort, uplift and console. Authors Brook Noel and Pamela D. Blair, Ph.D. explore sudden death and offers a comforting hand to hold for those who are grieving the sudden death of a loved one.

Featured on ABC World News, Fox and Friends and many other shows, this book acts as a touchstone of sanity through difficult times. I Wasn't Ready to Say Goodbye covers such difficult topics as the first few weeks, suicide, death of a child, children and grief, funerals and rituals, physical effects, homicide and depression. New material covers the unique circumstances of loss, men and women's grieving styles, religion and faith, myths and misunderstandings, I Wasn't Ready to Say Goodbye reflects the shifting face of grief.

These pages have offered solace to over eighty thousand people, ranging from seniors to teenagers and from the newly bereaved to those who lost a loved one years ago. Individuals engulfed by the immediate aftermath will find a special chapter covering the first few weeks.

Tapping their personal histories and drawing on numerous interviews, authors Brook Noel and Pamela D. Blair, Ph.D, explore unexpected death and its role in the cycle of life. I Wasn't Ready to Say Goodbye provides survivors with a rock-steady anchor from which to weather the storm of pain and begin to rebuild their lives. List Price $14.99 -Our Price $12.00. 280 pages. sku:24287 (autographing available)

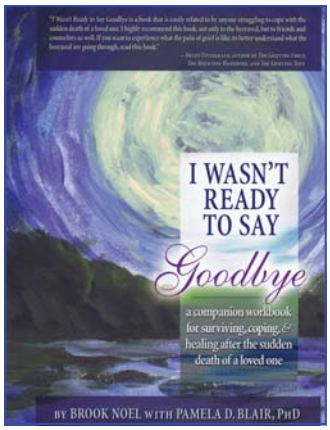
Praise for I Wasn't Ready to Say Goodbye

"As one who deals with unexpected death, I am so pleased to find a truly valuable reference for those souls who are blindsided by such misery. This book is thoughtful, thorough, and intensely meaningful. Up until now Rabbi Kushner's reference When Bad Things Happen to Good People has been my mainstay in such circumstances; I will add this book to my recommended list." —E. Charles Douville, MD, Cardiothoracic Surgeon, Providence, Portland

"The authors have captured a means of discussing and exploring a very painful life passage in real life, down to earth language and experience. Many thanks to Pam and Brook for their generosity in sharing their discoveries to further our healing." —Charlotte A. Tomaino, PhD, Neuropsychologist

I Wasn't Ready to Say Goodbye Workbook

A workbook of healing and hope



Based on the bereavement classic *I Wasn't Ready to Say Goodbye: Surviving, Coping, and Healing after the Sudden Death of a Loved One*, this workbook offers step-by-step support and encouragement through the grief journey.

In the wake of sudden loss, the I Wasn't Ready to Say Goodbye Companion Workbook, written by two women who have experienced tragedy, acts as a warm touchstone to navigate the unique emotions and challenges of grief. Tapping their personal histories and drawing on numerous interviews, authors Brook Noel and Pamela D. Blair, PhD, explore unexpected death and its role in the cycle of life.

This edition also includes new material regarding the unique circumstance of loss, men and women's grieving styles, religion, faith and grief's unanswerable questions.

Called a "support group in your hands" by professionals and mourners alike, this companion workbook will comfort, uplift, and console. Exercises guide readers through the gap created by loss, anger, guilt, loss of purpose, and the unique challenges based on the relationship to the loved one. Using a combination of self exploration questions, visualization activities, and journaling, I Wasn't Ready to Say Goodbye Workbook shows grieving readers how to endure, survive, and grow from the pain and turmoil surrounding sudden loss. Combined with the classic *I Wasn't Ready to Say Goodbye,* this workbook truly places a support vehicle in the hands of those who are mourning. In tandem with the updated edition of the book, the second edition of the workbook reflects the fact that the face of grief has changed in the past 10 years.

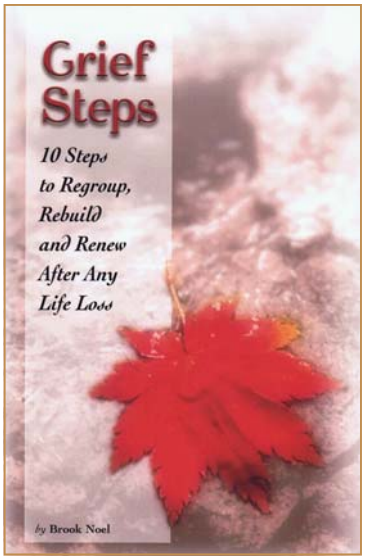
List Price $18.95 Our Price $14 sku:1486189 (autographing available)

Praise for I Wasn't Ready to Say Goodbye

"This book, by women who have done their homework on grief, can hold a hand and comfort a soul through grief 's wilderness. Outstanding references of where to seek other help."—George C. Kandle, Pastoral Psychologist

PAPERBACKS

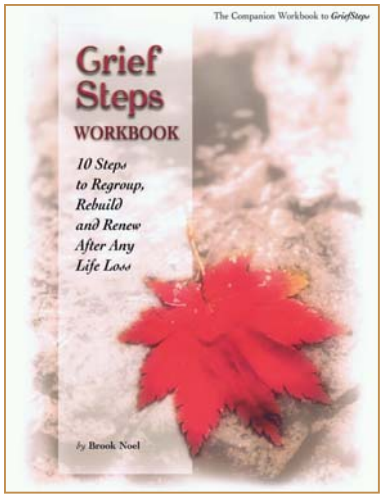
Grief Steps: How to Rebuild and Renew After Loss



In this wise and compassionate guide, best-selling author Brook Noel shares the steps one must take to grieve successfully and rebuild a full life after loss. Based on ears of research and working with the bereaved, this book reveals the 10 Steps that we must take to face our grief and heal.

Whether your loss is a relationship, a job, a loved one, or a piece of yourself, there are universal steps that must be taken to rebuild. Noel reveals each step along with exercises and HopeNotes to guide you in your journey. Whether your loss is recent or years ago, Grief Steps will show you how to resolve and reconcile your world to find contentment and purpose in your life. 220 pages.

List Price $14.95—Our Price $12 sku:4141304 (autographing available)



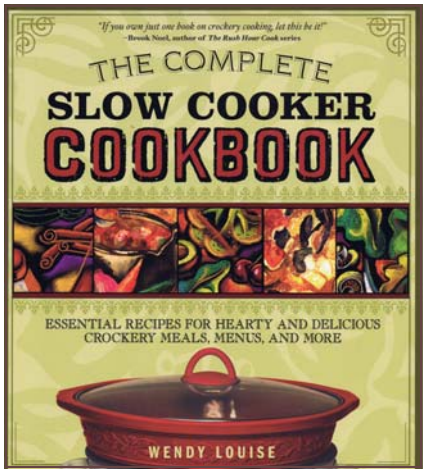
Grief Steps Companion Workbook

In her wise and compassionate guide *Grief-Steps,* best-selling author Brook Noel shared the steps one must take to grieve successfully and rebuild a full life after loss. This companion workbook offers step-by-step exercises based on years of research and working with the bereaved. For anyone seeking to work through their grief on their own or in a support group setting, this companion workbook reveals the 10 Steps that we must take to face our grief and heal. 160 pages.

List Price $18.95—Our Price $14 sku:1486198 (autographing available)

PAPERBACKS

The Complete Slow Cooker Cookbook



The Complete Slow Cooker Cookbook is filled with more than 200 slow cooker favorites the entire family will love, with easy recipes for appetizers, beverages, side dishes, soups, stews, main courses, holiday foods, desserts, garnishes.

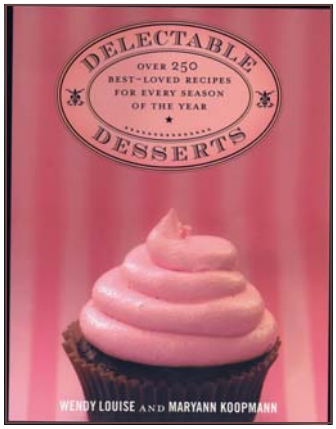
Author and crockery connoisseur Wendy Louise also shows you how to revive recipes long buried in your recipe box and bring back memories of Grandma's cooking, with instructions for converting heirloom "from scratch" recipes into delicious slow cooker creations of your own. Families love coming home to the aromas of these hearty, slow cooked meals that are a breeze to prepare with no mess and no stress. For experienced cooks and newcomers alike, *The Complete Slow Cooker Cookbook* is the perfect guide to the delicious world of family style, slow cooked crockery meals. List Price $12.95—Our Price $11 sku:5779947 (autographing available)

WHAT READERS ARE SAYING:

"If you truly want to use your slow cooker regularly in your meal preparation, I feel this book would be an excellent choice for you. Enjoy it! I am."

"Quick to read, easy to make, great to eat. Now you can make more than just pot roast and potatoes."

Delectable Desserts



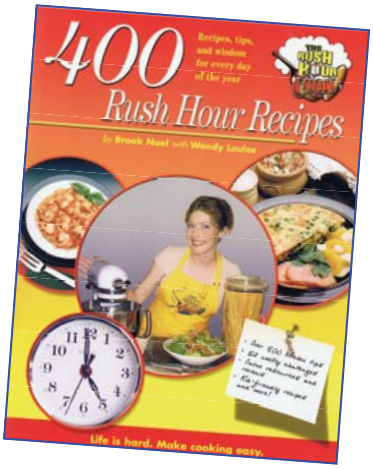
Delectable Desserts from the kitchens of two moms who know what families love. There's a dessert for every family, every season, and every occasion in *Delectable Desserts*, a charming collection of more than 250 classic, sweet, and sugary dessert recipes, organized by month of the year.

Warm up with Apple Bread Pudding in January, welcome spring with Brandied Peach Mousse in April, perfect your pies in August, and get cozy with Ginger Cookies and Carrot-Pumpkin Cake in November. There's a sweet and seasonal delight for every family and every occasion in this charming collection of classic desserts.

Authors Wendy Louise and MaryAnn Koopmann, each with more than 30 years experience in the kitchen, reveal their absolute favorite recipes for cookies, cakes, pies, bars, and much more, along with no-fail presentation tips and bits of time-tested kitchen wisdom.$12 sku:5779951 (autographing available)

PAPERBACKS

400 Rush Hour Recipes

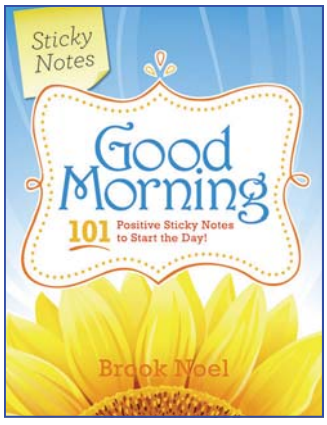


It's 5:00… Do you know where your dinner is? Now you can add over 400 of the best recipes to your collection.

Easy and simple mealtime solutions are within reach of every busy family with the Rush Hour Cook's latest collection. Each day of the year features a new recipe along with a personal challenge, kitchen tip, or words of wisdom. For those who want to reduce their grocery bills, save time and enjoy incredibly delicious recipes with simple ingredients, the Rush Hour Cook will become a one-stop solution. Like all of the books in the Rush Hour Series, this ultimate collection follows the five Rush Hour Rules:

1. All ingredients are pronounceable through the phonetic use of the English language.
2. Each ingredient can be found in the market without engaging in a full scale scavenger hunt.
3. No list of ingredients shall be longer than the instructions
4. Each recipe has to be durable enough to survive the "Queen-of-Incapable-Cooking."
5. The Rush Hour Cook's finicky child will eat it—or some portion of it.

List Price $22.95 — Our Price $18 416 pages.
sku:2436242 (autographing available)



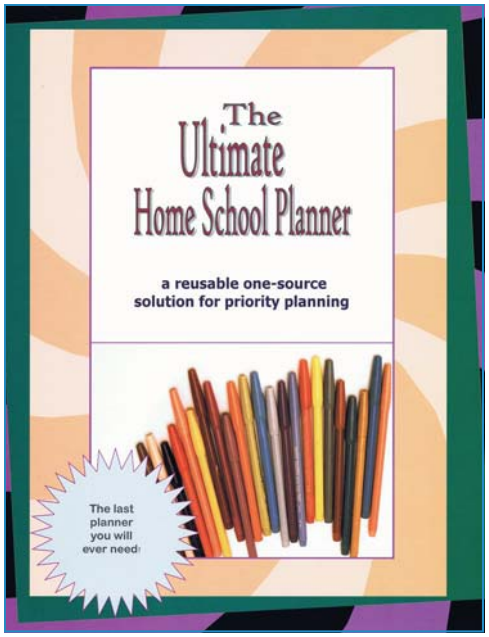
Good Morning: 101 Positive Sticky Notes to Start the Day

Based on a powerful idea from Brook Noel's beloved books, each of these 101 sticky notes features an inspirational quote and an affirmation. Self-adhesive and perforated, these notes can be peeled off one at a time and posted anywhere you need a positive reminder.

List Price $8.99 Our Price $7.95
sku:5815823

PAPERBACKS

The Ultimate
Home School Planner



Featuring ready-to-copy pages, this attractive planner can be used year after year after year. Simply choose which of the forms and sheets will be beneficial for you, make copies, and your set. And since you can photocopy and customize and change your planner from year to year, you will never have to purchase another! In addition to the every-imaginable worksheet and planning tool, THE ULTIMATE HOMESCHOOL PLAN BOOK features loads of articles to help guide you on your journey. You'll find article on how to schedule, how to balance your homeschool, organizing the home, budgeting your money and much more. After all we talked to hundreds of homeschoolers to find out what they wanted and needed in order to efficiently plan their homeschooling year. Then we created this planner to fill that need.

List Price $29.95 — Our Price $24.95

sku:4141287

"I love this, because I can customize it and it covers every area of my busy life and homeschool." -- Kara Wallen, homeschooling mom

PAPERBACK COMPANION

Change Your Life Challenge Companion CD-ROM Workbook—
Worksheet
Printable CD-ROM

The Change Your Life Challenge workbook CD-ROM contains 55+ worksheets, printables and tools in 8.5 x 11-inch letter size so you can easily print as many copies as you need while working through the program and learning innovative ways to manage time, get organized, conquer clutter, and more.

- Snapshot
- Action Plan
- Friendship Table
- Self-Friendship Table
- Why We Say Yes
- Power Hour Worksheet
- Short-Term Worksheet
- Active Task List Worksheet
- Financial Record Worksheet
- Wants Ledger
- Bills Ledger
- Actual Spending Ledger
- Errands Checklist
- Organizing Relationships Worksheet
- Prioritizing Our Relationships
- Self-Coaching Strategies
- Housework Helpers Worksheet
- Weekly Master Task List
- Yearly Master Task List
- Nightly Reflection Checklist
- 6 printable Soul Food Cards
- 6 printable Soul Food Card templates
- Perpetual Calendar Worksheet
- Contact Page Template
- Personal Quota Worksheet
- Contacts Card Printables
- Printable Binder Cover
- Letter sized calendar block
- Letter sized weekly planning sheet
- Weekly Meal Plan Sample
- Meal Planning Worksheet
- S.O.S. List
- Three Step Action List Printable
- 15 Self-Reflection Journal Pages
- Good Morning Reminder Cards
- Power Hour Worksheet
- Self-Sabotage Checklist
- Dates & Deadlines
- Monthly, 1-31 Day Checklist

$28 CD-ROM Online sku: 4247794

$36 for both the paperback book and CDROM sku:4247791
(book information on page 40)

GIFTS

Good Morning Single Gift Set

This gift comes ready for giving in an attractive gift bag. (Specify holiday or non-holiday on order) Includes:

- A copy of the new Good Morning book personalized to the recipient
- 12.5 ounce ceramic bistro Good Morning mug featuring Brook's slogan: “Something great is going to happen today... I can't wait to see what it is!”
- 1 one-pot package of Brook’s Good Morning Blend coffee. Certified-organic and "fair trade," this coffee is made fresh weekly through small-batch roasting of the finest Arabian beans

$28 sku:5174301

Good Morning Grand Set

Includes:

- A copy of the new Good Morning book personalized to the recipient
- (2) 12-ounce ceramic Good Morning mugs featuring Brook's slogan: “Something great is going to happen today... I can't wait to see what it is!”
- 1 one-pound package of our new Good Morning Blend coffee. Certified-organic and "fair trade," this coffee is made fresh weekly through small-batch roasting of the finest Arabian beans. Available in whole bean or ground.

$38 sku:5174311

MUGS & COFFEE

Good Morning Bistro Mug

This two-tone blue pastel 12.5 ounce Bistro Mug features Brook Noel's affirmation: *Something great is going to happen today, I can't wait to see what it is!*
sku:5217080

1 mug	$14.00
Set of 2	$24.00
3 or more	$10.00/each

Good Morning Blend Coffee

When our MTM Direct Rhonda first visited Brook, she brought a bag of locally made coffee. Brook fell in love with the coffee. The smell and taste were outstanding. Shortly thereafter, Rhonda introduced Brook to the coffee-wizard and the Good Morning Blend coffee was born. Certified-organic and "fair trade," this coffee is made fresh weekly through small-batch roasting of the finest Arabian beans.

1 lb. whole bean/ground	$11
2 lb. or more	$9.35/lb.

sku:5614875

1 lb. auto-delivered each month, $10/month per pound

INSPIRATIONS

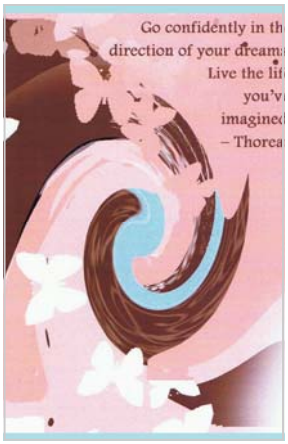
AFFIRMATION CARDS
$18 sku:2445416

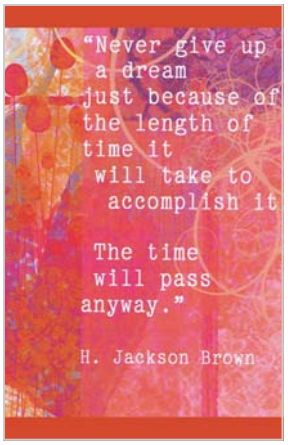
This set of 24 affirmation cards feature Brook Noel's artwork and come packaged with two self-adhesive clear vinyl pockets to add anywhere you need some motivation. Each card measures a little under three inches and with thick laminate finish, these long-lasting cards are perfect to place inside your C.A.N., wallet, purse, or anywhere you need a little “pick-me-up.” Or add a magnet to the back, and display on a magnetic surface. These also make a great inspirational impact when enclosed with a greeting card.

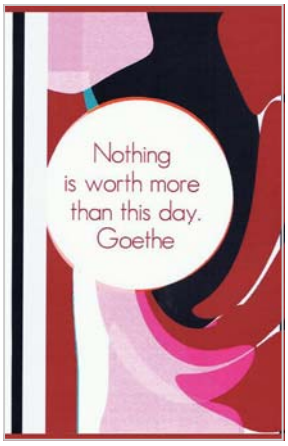
"I use these cards in my office. Each week all the women pick a card to keep with them. The women are amazed at how each card seems to carry a message they need that week." Lela, Florida

I took my set and hole-punched the corner and put them on ring I took off a key chain. I leave them in my car and each time I get in I flip the deck to find an affirmation to guide me throughout the day." Kirsti, Ohio

INSPIRATIONS





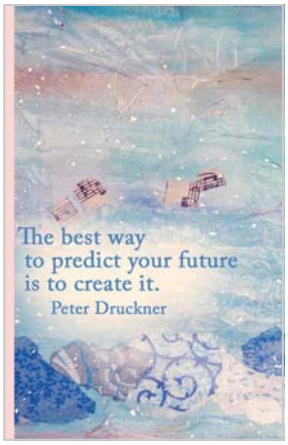


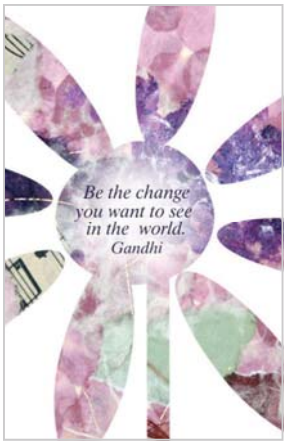
Each beautiful piece of artwork features Brook Noel's exclusive art with an inspirational quote.

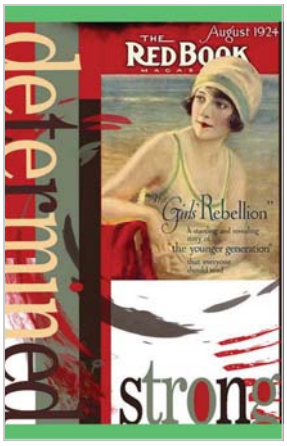
Available in three styles:

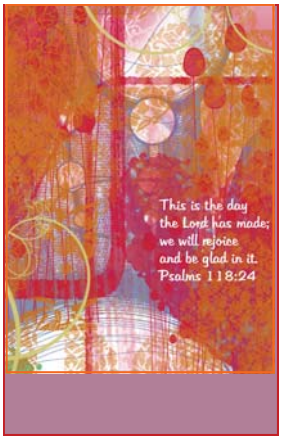
ART COVER: Art Covers can be swapped with those in your Catch-All Notebook or added to your favorite notebook or planner. Measuring just under 4 x 6, packaged in a heavy-weight, crystal-clear, pocket. $1.95 each or set of 12 for $16 sku: 4188732

INSPIRATIONS









GREETING CARDS: Artwork and quote on the cover and a blank inside to share your thoughts. Use for any occasion to share positive thoughts with friends and family. Printed on high-quality eco-friendly paper with matching envelope. $2.95 each or set of 12 for $25. (Volume discounts available. Save 15% on 13-60 cards; or 25% on 61 or more. Mix and match cards on volume discounts.) sku: 5780034

SIGNED PRINTS: Printed on acid-free, archival, heavy-grade paper, each print highlights the artwork with a wide-white museum border. All prints are numbered and signed. $10 each, or 3 for $8 each. sku: 5780042

INSPIRATIONS

GOOD MORNING MUG

Get your day off to a great start with this two-tone, bistro mug featuring Brook Noel's Good Morning affirmation. Each mug reads: *Good Morning! Something great is going to happen today! I can't wait to see what it is!* sku: 5217080

1 mug	$14.00
2 mugs	$24.00
4 or more	$10.00 each

MAKE TODAY MATTER BRACELET

Our purple neoprene bracelets feature a comfortable reminder to help make each day matter. Features Goethe's quote, "Nothing is worth more than this day," and the words Make Today Matter. sku: 5780060

1 bracelet	$4.00
2 bracelets	$3.60 each
4 or more	$3.00 each

Looking for a simple way to get each day off to a great start?

Visit www.brooknoel.com to sign up for the free, daily, Good Morning e-message. Each morning you will receive a positive quote, reflection, and challenge for making the most of the day.

ONLINE CLASSES

Goal Workshop

step-by-step guidance for transforming resolutions into reality

- Do you shoot out of the goal-starting gate but lose steam within a few weeks?
- Have you ever put off a goal because you are waiting for a "better day?"
- Like the majority of American's, have you stopped setting New Year resolutions due to your prior track record?

Have you ever let a goal go because life is just too hectic, or said "I'll wait until next year or (fill in the blank with date of choice) ___."

I T H A S B E E N S A I D the best way to predict the future is to create it and I couldn't agree more. Every December 31st, a special midnight passes, marking a new slate of 365 days. During these once-a-year happenings, millions of people set their intentions and goals for the new year. Most of these people will abandon their goals by February or lose steam. Why? Choosing a goal is only the first step. Reaching a goal requires planning, a goal map, action, attitude, energy and accountability.

This workshop takes you step-by-step through the breakdown Brook uses for setting and achieving goals in her own life. You'll learn:

- What makes a successful goal
- Why you need a VISION and a MISSION and the difference between them
- Your Personal G.Q. (Goal Quotient--not the magazine)
- Your goal strengths and weaknesses
- Why most goals fail.. and how to prevent your goal from doing so
- How to turn dreams into reality with discipline
- How to make sure a goal is S.M.A.R.T.
- How energy and attitude play key factors in success
- How to break through barriers, get started and overcome obstacles
- How to identify key milestones and create a detailed road map
- The importance of a Vision Map
- How to reprogram your mind and attitude for success
- How to put your goal through a CRASH-test for reality, resources and success
- Action steps to support your goal

$39 sku:5075031

Also available on CD-ROM see page 39

ONLINE CLASSES

Searching for Something

How to uncover (and live) your core values, passion, and purpose

- Have you felt that something is missing, yet been unable to identify what that "something" is?
- Have you ever felt that there must be something more than this?
- Have you ever felt your life is a series of "to-dos" but that you aren't really living?
- Have you felt that something is missing, yet been unable to identify what that "something" is?

This course is specifically designed for anyone who has struggled to identify their values, passions, and purpose. Over four weeks we will complete a series of exercises that will allow you to CLEARLY articulate the most important forces that drive your life. When we articulate, understand and live by our values, passion, and purpose, we can finally fill that ache that is looking for "something more."

Week One: Uncovering Your Five Core Values…
This week you will work through a series of exercises that will allow you to clearly and confidently identify your 5 Core Values by week's end. This exercise alone has been life-changing for many.

Week Two: The Keys to Passion and Balance…
With our values in place, we can focus in on the activities, dreams and goals that align with our values. We will examine how performance is affected by our values, and how, when we perform on purpose in alignment with our values, a natural contentment ensues.

Week Three: Exploring Purpose…
This week, we complete a series of exercises that explore how to combine your discoveries from the first two weeks to begin uncovering your purpose.

Week Four: Living on Purpose…
During Week Four, we combine all of our knowledge from the previous weeks to learn how to live and perform on purpose.

$39 sku:4231891

ONLINE CLASSES

High-Energy Living

5 weeks to recover, reclaim and maximize your energy

- *Do you wake up feeling drained instead of invigorated for the day ahead?*
- *Do you find your energy goes up and down, making it hard for you to exert consistent effort?*
- *Do you have a hard time staying focused or following a task through to completion?*
- *Would you describe yourself as depleted rather than rejuvenated after the day?*
- *Do you frequently feel dissatisfied with how a day unfolds and just wish you had more energy?*

If you relate to these questions,
an Energy-Tune Up might be just the treatment you need.

Did you know that scientists can predict how much energy you will have in the afternoon based on what you do within the first hour of waking? You'll learn the routine that increases energy and many more tips you can apply immediately in your life. (And no, you don't have to run three miles every morning!) In this class, we will help you ...

- Understand your personal energy cycle and how to use it to your advantage
- Identify key energy drainers in your life and devise an action plan to eliminate them
- Determine how much sleep you actually need
- See how your food and beverage choices (and when you eat them) impact your metabolism and energy
- Learn the 5 secrets of high-energy individuals and how to apply them to your life
- Understand what scientists have learned about how we sleep, our ideal patterns, and maximizing rest to invigorate the body
- Create and track your energy-builders and drainers so you know how to renew mind and body

$39 sku:4231898

Also available in e-book format on page 39

ONLINE CLASSES

Extreme Home Makeover

10 weeks to the home you want

Have you ever found yourself saying any of the following...

- "I need a personal organizer!"
- "If I could just get a system to keep my house clean..."
- "My house is so cluttered… it needs an overhaul!"

Or have you ever felt that...

- ... you'll never get control of the chaos and clutter?
- ... your family is working against your goal of creating an organized home?
- ... you won't have the organized home of your dreams until your children are grown and gone?

Help is here! Not only will you have a clean and organized home at the end of this 10 week course, you'll have fun in the process. (Yes, cleaning can be fun.) The before and after contest is always a big hit and the group camaraderie has made this one of our most popular offerings!

This class also includes many bonuses like a free pass to our Housework Helpers sprints. You will have over 80 hours a week where you can join other women online and do "timed cleaning sprints."

Over the course of ten weeks you will work step-by-step through five challenges a week to not only get control of your home--but create a plan to keep it that way! These printable challenges will become an action-workbook to successfully maintain your home.

THIS COURSE WILL HELP YOU:

- Get organized!
- Conquer your house room by room
- Create a routine to keep your house in order
- Join in anonymous before and after contests and win great prizes!
- Group support and online cleaning sprints.
- Work at your own pace. The class is open 24/7
- 50 Quick-Guides to help you get organized!

If you told me I would ever use CLEANING and FUN in the same sentence I would say you were certifiably nuts. I would have been wrong." Michelle, Arizona

$49 sku:4231897

Season Pass (includes the next four sessions of Extreme Home Makeover) $149.00

ONLINE CLASSES

Paper Piles & Files

creating file & reference system to stay on top of paper instead of beneath it

- Are you drowning in paper?
- Is it hard to find the document you need, when you need it?
- Are your drawers overflowing with mail and items to file, kids projects and paperwork?
- Do you have stacks of magazines and information you "want to look at" but haven't had a chance yet?
- Do you have piles of printouts from the Internet that you don't know what to do with?
- Have you purchased multiple paper-sorters, paper gadgets, and organization tools only to find the piles prevail?

If you answered yes to any of these questions, this class is for you. During this five-week course, you will learn a new way to tackle the paper piles once and for all.

Week One: Getting a Grip: This week we take stock of the paper in your life by creating a paper-station inventory. We will discover what type of paper you collect, the needs of your system, and create an action plan for the weeks to come.

Week Two: Diving In: From Piling to Proficiency: We begin this week by learning an innovative five-step system to act on any paper pile and then begin plowing through the papers.

Week Three: What Goes In Doesn't Always Go Out: While what goes up, must come down is a fairly universal law, the paper that seems to come into our lives rarely goes out at the same rate. This week we complete a careful analysis of what is "coming in," and how to create a reference and archive system to handle it.

Week Four: Common Paper Clutter: Kids artwork, magazines, bound and printed matter, stuff from the printer ...what if we need it someday? (More importantly--if we do, will we be able to find it?) This week we cover the most common paper clutter and a series of challenges to get this paper in its place.

Week Five: Creating Your Personal Plan: During our final week together we will complete a walk-through to create a personal paper plan to maintain your new skills. Lastly, you will receive a template of my personal system and routine to stay on top of paper instead of beneath it.

$39 sku:5073505

ONLINE CLASSES

Getting Things Done

learn how to achieve more in less time

Have you ever found yourself saying any of the following...

- "I'll never get everything done."
- "I just don't have enough time."
- "There isn't enough time in the day!"
- "I need more time when I have energy to conquer this pile."

This class will show you step-by-step how to manage your time effectively and achieve more in fewer hours. At the end of the workbook, you will have your own master schedule that incorporates moods, interruptions, energy peaks, and reality.

Unfortunately, many time management programs require that you adapt to their system. If there is anything that will never be a one-size-fits-all solution it is time management! No one will understand the exact challenges you face, but you! That's why this entire process guides you in customizing my best time management tips and tools to meet YOUR needs.

Here are a few of the lessons covered in this five week course:

- Getting Things Done! “Before” Evaluation
- Creating a Personal “Time Sheet” and Charting Peak Energy and Moods
- Creating and working with Your CAN Organizer
- Success Tip 1 - Time Tracking
- Success Tip 2 - Right Mind
- Success Tip 3—Group Like items Together
- Success Tip 4—Plan for the Unexpected
- The Four-Factor Foundation of a Final Plan and Gathering All of Your To-Do Items
- The 3 Step Action List and Master To Do List
- The Seven Phases of Master Planning
- Increasing Efficiency and Our Final Tool Set
- A Portable Power Hour
- Efficiency Tool: Effective Delegation
- Should I delegate this task?
- Task Outline and Delegated Task List Summary
- Time Bandits: Parts One and Two
- The Big Wrap Up and One-Month Plan Building
- Getting Things Done! “After” Evaluation

$39 sku:5671215

Also available in e-book format on page 39

ONLINE CLASSES

Everyday Paper Piles

creating a customized and efficient system for managing everyday paper

- Are you drowning in paper?
- Do you spend more time looking for paper than you care to admit?
- Do you ever pay bills late or miss redeeming a coupon or offer because you have misplaced the paperwork?
- Does all of the "incoming paper" in your life land on the kitchen or dining room table?

This class offers a new approach go deal with the paper piles in our life. In fact, the number one organizing question I hear is ... "HOW DO I CONTROL THE PAPER in my life!?"

Week by Week Outline:

Week One: Setting Up Shop: This week we will begin by identifying the needs of your system and the type of paper you need to be prepared to manage. We will also "set up shop" and build the basic template of the system you will learn in the weeks to come.

Week Two: Action and Catch-All Envelopes: This week you'll learn why the most common "paper rules" don't work--like handle each piece of paper only once. Brook Noel shares her Action Envelope system, and you'll learn how to create the Action Envelopes needed to run your home efficiently .

Week Three: Finances, Bank-Statements and all that Stuff: Tired of paying bills late or not being able to find a receipt when you need it? This week we add the Financial Envelopes to create an efficient system for managing money-related papers.

Week Four: Communication Central: With our paper stations in place it is time to create a central place to communicate with others in the household. This week we will cover how to set up a Communication Central system and get your family members on board to keep your system (and your household) running smoothly.

Week Five: Weekly and Monthly Processing: During our last week together ,we will review how to process your paper weekly and monthly to keep your new system streamlined, efficient, and organized.

$39 sku:4231896

ONLINE CLASSES

Simplify Your Life

scaling back to discover more

Simplicity is about spending less time chasing and more time enjoying. It is about spending less time acquiring and more time experiencing. Simplicity is about spending less time managing life and more time living it. Brook Noel

When the simplicity movement burst on the scene a decade or so ago, Brook laughed. She thought simplicity was for people who "couldn't keep up with life." Brook did not realize then, as she does now, that simplicity was for people who wanted a better way to live. Like many of us, Brook had bought into the hype that the more she had, the more she did, the more she squeezed into a day – the richer her life would be.

As Brook confronted my own fears about the simple life, she realized simplicity didn't require living in without electricity and eating only food she had grown and cultivated by hand (although for some people simplicity might involve those things) … simplicity meant deciding that she would run her own life, getting off the treadmill, living consciously, and deliberately—making decisions that brought joy. Simplicity means trading in "busyness" for meaning, trading in confusion for clarity, and personal peace.

Instead of "buying-in" to our commercial culture, we "opt-out" and forge our own path. The reward for those who accept the challenge is great. Instead of living a life on auto-pilot, you live a life designed by clear decisions that align with what brings you, and those important to you, true joy.

In this class I share the steps I took to simplify my life and teach you how to also scale back but discover more. Here are just a few of the class topics:

- Recognizing what complicates our life
- Use values as a lens to simplify life
- Taking Action against "Little Stuff"
- Learn to live in the moment
- Contemplate how our decisions define our days
- Streamline errands and finances
- Evaluate how we spend time
- Nurture gratitude
- Simplify entertainment, wardrobe, meal planning and more
- Learn to say "no"
- Evaluate life commitments

$39 sku:5736438

Also available in e-book format on page 39

ONLINE CLASSES

Overcome Procrastination

how to get out of your own way and get things done

- Have you ever found yourself saying any of the following...
- "I know I should I really get this done, but I just don't know where to start."
- "I feel too overwhelmed to begin."
- "I'll never get caught up."

Or have you ever felt that...

- If I could just get one or two things accomplished, life would look a bit different?
- If I could just get started, I could do it.
- I don't know how other people get it all done--I must be a born procrastinator

You aren't alone. Procrastination is a word that has haunted many people but it doesn't have to! While many people would have you believe that springing into action and "just doing it" is the quickest cure, it isn't a long-term solution. All actions start with attitude. We have to uncover why we procrastinate and cure the cause in order to find long-term relief.

- Understanding why you procrastinate through our in-depth self-survey (You are in for a big surprise on this one!)
- Your personal procrastination type and the action steps for improvement
- How to use mini-boot-camps to get yourself moving
- How to uncover the attitude behind your action (or inaction)
- Journaling exercises to get to the bottom of your procrastination personality
- Learn how to reprogram yourself for success
- Complete obstacle exercises to discover solutions before problems arise
- Create a mission statement and action plan to overcome an area where you have been procrastinating

In this class, you'll complete a 50 question quiz to determine what procrastination personalities are present in your life. Then you will learn strategies to work with these personalities instead of against them and write a prescription for procrastination. Includes lessons and audio downloads.

$39 sku:5671212

Also available in e-book/CD-ROM format on page 39

ONLINE CLASSES

Visual Journaling

self-expression and discovery through images

It is often said that a picture is worth a thousand words, and those who keep visual journals have found that statement to be very true. If you have tried a written journal and become frustrated for lack of the “right word,” or if you want to take your journaling to another level, a visual journal may be the answer.

Week One: Setting Up Shop
In the first week of lessons you will learn about visual journaling and how visual journaling is often used. You are encouraged to do a daily “treasure hunt” to collect materials that can be used in your journaling process. This will make it easy to dive in further in the second week of lessons. You will also create a "journaling idea bank."

Week Two: Visual Journaling Techniques
Daily visual journaling can be a simple and creative way to uncover how we feel and capture our lives in images. Some journal-keepers who try writing as their primary form of journaling find they become frustrated when they can’t find the “right words.” Visual journaling moves us past words to the use of images, images that often reveal much more than the words we cannot find. You will complete three lessons to help you uncover how easy and rewarding visual journaling can be. We will explore color, contrasts, creativity, and collage.

Week Three and Four: Five Exercises for Exploring the Self
Our adventure continues with additional exercises that serve as visual-journal prompts for exploring the self. We will explore the techniques of self-portrait collage, personal dictionary collage, gratitude collage, lessons collage and more. You will be encouraged to create at least two collage projects from the ideas we cover and will have a stock pile of ideas for long after the class. Instructions will illustrate the projects through step-by-step examples.

A note about supplies: Visual journaling does not require the purchase of expensive supplies. Typically most of the items used in visual journaling can be found around the house (scavenger hunt ideas are included in the opening lessons) such as old magazines, newspapers, computer printouts, etc. Most visual journals are created by working over the pages of an old or discarded book versus buying a journal.

$39 sku:5671214

Also available in e-book/CD-ROM format on page 39

ONLINE CLASSES

Health Jumpstart

A 30 Day Program to Chart and Start Your Fitness Path

Walk by any newsstand or turn on the television, and it won't take long to find supposed solutions to the seemingly never-ending battle of weight loss. We all know the secret: eat less, exercise more--but simplicity does not make the process easy! This 30 day course is designed to help you evaluate your current fitness level and health-habits in a new light. You'll then chart (and start) the changes to help you take your health to the next level. With step-by-step guidance, and easy-to-implement lessons, this program is for anyone seeking accountability, and a clear action plan, to guide their goal.

Week One: Building Healthy Habits
This week you'll learn about keeping a food diary, how attitude contributes (or hinders) success, and discover tools to help you (besides the scale). After evaluating your current fitness level, you'll create a realistic goal plan to guide you through the month ahead.

Week Two: Nutrition Tune-Up
This week we delve into your cupboards with attention to nutrition. You will learn how to create balanced and filling meals. We explore breakfast, snacks, lunches, menus, substitutes, eating out, a healthy pantry, and provide the nutritional background and basics to enable you to make healthy decisions. Finally we will cover vitamins and supplements.

Week Three: Let's Get Movin'
In our third week, we create our exercise plans, balancing cardio and strength-training. Learn how to make exercise work, no matter how busy you are! A special section explores exercise for both body and mind, including yoga. We will also look stretching and flexibility, which are often neglected components when we first get back into exercising.

Week Four: The Journey
With a solid foundation in place, we turn our attention to implementation. You will evaluate your progress and fine tune the tools you have discovered in this course. We wrap up with resources, mini-missions, and tips to help you continue your healthy changes as you work toward your health goal!

$39 sku:5671216

Season Pass (includes the next six offerings) $169

ONLINE CLASSES

The 10 Weeks of Christmas

creating a centered and celebratory holiday

Christmas will be here before we know it! Without a plan in the hustle and bustle of the holiday season, our well-made plans of sending cards, homemade gifts, early shopping, baking, and other celebrations often get lost all together or become stressful instead of enjoyable.

Our 10 Week Christmas Countdown workshop is comprised of 32 lessons to help you:

- Create the most memorable Christmas ever
- Plan ahead to reduce stress, save time, and save money
- Find creative and economical solutions for decorating and gift-giving

A SAMPLING OF CLASS ACTIVITIES:

- Creating Your Holiday Notebook (a.k.a. Your Spare Holiday Brain)
- Create a plan and schedule for sending cards (and enjoying it!)
- Create a holiday budget
- Enjoy a week of creativity camp
- Explore gift ideas for every budget
- Plan holiday parties
- Learn how to host a cookie exchange
- Optimize plans for entertaining
- Enhance the holidays with traditions
- Plan holiday activities for the kids
- Plan a Thanksgiving menu
- Create a memorable Thanksgiving
- Take on a Power Clean Challenge to your home ready for the holidays
- Turn your home into a Christmas wonderland with simple decorating ideas.
- Tips for a green Christmas
- Learn how to decorate on a budget
- Plan the Christmas menu
- Create a 12 day cooking countdown plan
- Last minute checklist
- Review stress-free tips for the holiday
- Wrap up your holiday notebook for next year
- Reflect and record holiday memories
- Get ready for the New Year!
- Plan your goals for next year!

$49 sku:4231899

ONLINE CLASSES

Self-Discovery Workshop

a four-week inner journey

Have you ever had a question about what decision to make, what step to take next, or how to handle a challenge and been unable to look within for a confident answer? Have you ever felt the days are passing you by and you are "missing out" on the joy and richness of life?

Have you ever felt alone with your challenges and wished for

Insight…	Answers…	Direction…
Support…	Meaning…	Confidence...
Inner peace…	Balance…	Purpose...

These are only a few of the many benefits to be found in the practice of self-discovery. When we create a routine to turn off "auto-pilot" in our life, and tune into our heart, mind, and soul we can enrich our days beyond measure.

In this four week journey Brook guides you through a series of self-discovery exercises and techniques to help you harness your inner resources and replace uncertainty with a clear path. You do not need to be a writer or creative to benefit from the practices you will learn; you simply need to be a participant.

WEEK BY WEEK OUTLINE:

WEEK 1-DIVE IN AND DISCOVER: Learn different techniques to dive into the process of discovery. From mind-mapping to word art, you'll complete a series of experiments to help you find the discovery style most beneficial to you.

WEEK 2-POSITIVELY POWERFUL: Explore how self-discovery can become a valuable ally in living your life to the fullest. Brook will teach you how to use affirmations, daily reflections, create a gratitude quilt, and how the law of attraction can be applied in your discovery work.

WEEK 3-NEW HORIZONS: Like a trip to the playground, our discovery exercises focus on possibility, exploring new directions, and getting in tune with you inner self to maximize new opportunities.

WEEK FOUR-LIFE REFLECTIONS AND DIRECTIONS: This week you will learn how to use your discovery entries as a guiding compass in your life.

$39 sku:5217130

ONLINE CLASSES

10 Day Attitude Makeover

Feeling blue or "out-of-sorts"? Negativity, stressful environments, worry, anxiety, fatigue--all can take a toll on our attitude leaving us feeling drained, irritable, anxious, or moody.

Fortunately, we do not have to settle for a less than stellar attitude. We can take quick and concise steps to reframe our perspective and makeover our attitude. The 10 Day Attitude Makeover course is designed with a simple goal: To get out of the "muck" quickly.

The course begins with a before evaluations to assess your current coping skills. Then, over the course of two weeks (5 lessons each week), you will learn 10 strategies to help you improve your attitude. Lessons will teach you...

... how to audit your thinking for negative thought patterns
... the 5 habits of negative thinkers (and how to avoid them)
... how negative thinking spirals (and how to stop it)
... how to use affirmations for a quick pick-me-up
... how action conquers despair
... how to use the 5-Minute Motivator
... how to design Mini-Missions for the mind
... how to recognize negative-triggers (and stop them)

$19.95 sku:5780106

ONLINE CLASSES F.A.Q.

Where can I obtain the full class schedule?

Your MTM Direct Consultant can offer you the class schedule or you can download it at www.maketodaymatter.net

How do online classes work?

All of our online class feature a very easy to navigate portal. We will email you information to log in and access your course. If you are taking more than one course, you will see a menu after login to choose which course to go to.

How do I get my login information?

The weekend before class begins you will be sent your system user ID and password to login to our community support and learning system. If you are an MTM Member, simply login with your MTM credentials and the course will appear in your menu on the stated date.

Are there certain times I need to be online?

Our classes do not require you to be present at a specific time of day. We use downloadable lessons, message boards, and an online event room to allow you to work through each lesson whenever it fits into your day.

How much time does a class take?

Each class varies depending on your personal goals. For example with *Extreme Home* Makeover a small house will likely be easier to work through than a large one! All of the class resources are downloadable so you can continue to review them after the course is completed.

Do I need to know how to use certain programs or have any specific software?

All that is required is an internet connection. You can log on to the course portal on the World Wide Web. Our class portals are extremely easy to use, no internet or message board finesse required.

On the class portal page you will be able to:

- Share on our private message board, and receive step-by-step help on the journey
- Access and print or download your lessons and worksheets
- Network with other class members through the instant messaging system, or message boards

Is there a registration deadline?

Register two business days prior to the course start date to begin on the start date. Registrations are accepted one week into the course. Please allow 2 business days to receive your login credentials.

FAITH MATTERS

About Faith Matters

Created by bestselling author Brook Noel, each Faith Matters study is broken down into bite-size doses of daily devotion, providing questions and reflection space to apply God's Word to your life.

Faith Matters studies are available in 4 formats: As Mini courses, they are free to Make Today Matter members; As instant downloads for individual use; As printables for offline studies/group studies; and as leadership guides for offline study groups. Pricing is on page 75.

A Path of Purpose

Welch poet David Whyte wrote: "I don't want to have written on my tombstone, when finally people struggle through the weeds, pull back the moss, and read the inscription there: 'He made his car payments.'" While humor is found in Whyte's quote, great truth is also revealed. My guess is he struggled with the questions that loom over so many of us: • What is it all for? • Why am I here? • What am I supposed to be doing with my life? In this Faith Matters study we explore similar struggles faced throughout the Bible, and the wisdom God's Word can shed on purpose. **18 pages**

Living by Example: Guidance for Living God's Word

Okay… so we might all agree that the Bible makes a great guide for living and that God's word and the examples of Jesus are timeless principles that offer a ray of light to all who strive to follow these footsteps. Yet how do we bring these words alive in our own life? How do we go from reading God's Word to LIVING God's word? What can we learn from the teaching of Jesus that can guide us day-in and day-out as we face conflict, stress, difficult choices, or confused emotions? In this Faith Mattes Study, we will read through timeless wisdom of the Bible and work to live by example by incorporating this wisdom into our own life. Includes reflections and challenges for practicing these nuggets of wisdom in your daily life. **28 pages**

Letting Go of Harmful Emotions

An exploration on releasing worry, anxiety, fear, and sadness "Therefore I say to you, do not worry about your life …" (Matthew 6:25 NKJV) This study offers a guided exploration through releasing worry, anxiety, fear, and sadness by turning them over to God and finding strength in our faith. Verses and stories drawn from the Bible share knowledge and comfort on how to "Let go and Let God." This study includes 25 daily doses of study and a guided activity for building your own inspirational bookmarks. **14 pages.**

FAITH MATTERS

Reconnecting with God

Any relationship can be challenging to maintain in today's busy life. Ask a woman how many close friends she has and most women can easily count them on one hand. Why? A close relationship requires a resource in tight supply for many–time. Combine that with life's challenges and upsets and sometimes relationships are shaken or shattered. This study explores what happens when our relationship with God is shaken. How do we reconnect? What does the Bible say? This study is divided into 14 daily doses of devotion. **10 pages**

Character Counts

Character is the real "you"– it is who you are when everyone is looking, and maybe more importantly, who you are when no one is looking. In this Faith Matters study we look at fifteen important character traits found in the Bible and see how our character does (or doesn't) embody these traits. This realistic character self-portrait provides a spring board for healthy changes. **27 pages.**

Practicing the Proverbs

This study explores 15 Proverbs and includes a call to action to put the Scripture into practice in your own life. There are two implementation ideas for each Proverb for a total of 30 ideas to implement over the course of the month. The study is designed as a printable journal to record your experience of practicing the Proverbs. **23 pages**

Words to Remember

Fix these words *of mine in your hearts and minds… Deuteronomy 11:19* Dallas Willard, professor of Philosophy at the University of Southern California, wrote, "If I had to choose between all the disciplines of the spiritual life, I would choose Bible memorization, because it is a fundamental way of filling our minds with what it needs." In this Faith Matters study we will learn the basic of memory verses, share favorite verses, learn memorization techniques and tips, and create memory verse cards. **Includes a printable page of 8 business-card sized-memory verses. 13 pages**

Explorations

God created the Bible in its entirety–selective reading is like reading just one chapter of a book or seeing one scene of a movie–you will likely gain some knowledge, but lose the context. When we take the time to truly delve into the Bible and begin looking at the context, the times, the people and the places we can find captivating events and people, many facing experiences we can relate to.

In this Faith Matters Study, we work through how to deepen our knowledge of Scripture by applying techniques, tools, prayer, and resources to work through a book in the Bible. *Note: This Faith Matters Study teaches a series of steps that can be applied to help you explore the book of your choosing.* **11 pages.**

FAITH MATTERS

Love Is...

One of Brook's favorite Bible passages comes from 1 Corinthians, Chapter 13: *4 Love is patient, love is kind. It does not envy, it does not boast, it is not proud. 5 It is not rude, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. 6 Love does not delight in evil but rejoices with the truth. 7 It always protects, always trusts, always hopes, always perseveres. 8Love never fails.* In this Faith Matters Study we explore what love ss and how to live each day with love– love of God, love of life, love of self, love of others. **31 pages**

Exploring the Psalms

The study is comprised of daily readings from the Books of Psalms along with reflection questions and information about the Psalm authors. We will explore how we can learn from the Psalms to enhance our own prayer lives and deepen our relationship with God. **21 pages**

The Power of Prayer

In this Faith Matters Study, we explore the Power of Prayer and how to enrich our prayer life day-to-day. In addition to reflection questions on God's Word, we explore practical instructions for keeping a prayer journal and using prayer time to enrich our connection with God. **17 pages**

Straight to the Point

While James is only a short five chapters. this Book offers 54 direct commands, without mincing words on living the Christian life. The simple and straightforward approach of this Jerusalem church leader and brother of Christ covers a wide range of conflicts, topics, and wisdom with clear guidance and a challenge to put our faith into action. The writing and topics explored touch on the core of today's challenges–facing difficulty, doubt, adversity–and are as relevant now as in 50.A.D. In this study Brook guides participants through the five chapters of this book in depth and apply James wisdom to our lives while also exploring the self-reflection prompts through the book.**40 pages.**

Managing Your Moods

It is no secret that women tend to experience a wide variety of emotions. Within a single day we can go from upbeat to discouraged and then some. Inviting God's presence and God's word to guide us can enable us to increase positive, growth-providing emotions and decrease those that are harmful and limiting to both ourselves and those around us. This Faith Matters Study will guide you through self-reflection, insight from scripture, and finding God's wisdom for managing your moods and emotions. **28 pages.**

Applying the Parables I & II

"He began to teach them many things in parables." (Mark 4:2)

Stories have always been a way to relate and share to one another. Jesus used simple word-pictures, called parables, to help people understand who God is and offer guidelines for living God's word. According to Don Schwager, "This was Jesus most common way of teaching. His stories appealed to the young and old, poor and rich, and to the learned and unlearned as well. Over a third of the Gospels by Matthew, Mark, and Luke contain parables told by Jesus. Jesus loved to use illustrations to reach the heart of his listeners through their imagination. These word-pictures challenged the mind to discover anew what God is like and moved the heart to make a response to God's love and truth. Like a skillful artist, Jesus painted evocative pictures with short and simple words. A good picture can speak more loudly and clearly than many words. Jesus used the ordinary everyday to point to another order of reality — hidden, yet visible to those who had "eyes to see" and "ears to hear". His parables are like buried treasure waiting to be discovered (Matt. 13:44)"

In the two Faith Matters Parable Studies, we work through eight Parables of Jesus (four in each study) to explore the meaning and understand the message these treasure hold for us today.

Parable Study I 13 pages
Parable Study II, 10 pages

Renew Your Mind

In the Book of Romans we are instructed, "…do not be conformed to this world, but be transformed by the renewing of your mind." What does it mean to "renew your mind?" The answer can be found in the full verse: "And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what is that good and acceptable and perfect will of God." (Romans 12:2)

This verse was a springboard for Brook to ask some tough questions:

- How often does my attitude and thinking align with God's Word?
- Am I a willing participant in directing my thoughts and attitude toward the will of God?
- Do I let autopilot take over in my life?
- Is my mind constantly renewed and fed with God's Word or is holding onto unhealthy messages?

As she sought to answer each question, Brook realized that the best place to feed and renew her mind was with God's Word. In the end, she compiled 21 verses to create a "Renew Your Mind Month." This Faith Matters Study acts as a compass to help participants to renew their mind. **28 pages.**

FAITH MATTERS PRICING

Study Quantity Discounts 10-49 10% 50 or more 20%	Digital Download (Single User)	Participants Guides (Printed)	Leader's Guide (Printed)
Practicing Proverbs	$4.95 sku:5072242	$6.95 sku:5669251	$10.95 sku:5669251
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ABOUT BROOK NOEL

Brook Noel is the author of thirty books, specializing in grief and bereavement, life management and balance for today's busy woman.

Brook Noel is known for going "beyond the book" by creating a whole experience to interact with and support her readers through online and in-person events, Q&A chats, message boards, and communities. She maintains two regular columns, The Daily Rush and Good Morning, and a free weekly e-zine, The Challenge Weekly with a combined readership of over 70,000.

Her greatest passion is the Make Today Matter Online Life System which is the basis for The Change Your Life Challenge. "I feel like everything I have done or experienced in life has culminated in this program and book. The program isn't just about family time, or menu planning, or procrastination, or organizing — it is about every major area of a woman's life."

Noel was recognized in 2003 as one of the Top 40 Business People Under the Age of 40 by the Business Journal. She is a spokesperson for the Home Business Association and was featured in their top entrepreneur issue and was also spokesperson for the Whirlpool Corporation specializing in the time crunch of busy moms.

Noel has conducted workshops for and/or appeared on/in: CNN Headline News, ABC World News, FOX Friends, Woman's World, Our Children (National PTA Magazine), Los Angeles Times, Cedars-Sinai Medical Systems, Parent's Journal, Booklist, Foreword, Independent Publisher, University of Washington, UW-Milwaukee, University of Michigan, Single Parents Association, AM Northwest, Town & Country, New York Post, "Ask Heloise," Bloomberg Radio-and hundreds of other publications, shows, and stations.

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