

EFFICIENT, ORGANIZED, PRODUCTIVE... TIPS AND IDEAS FOR EVERYDAY LIFE



How to Boost Your Productivity for the Next 30 Days

- Limit nearby noise.
- Limit the number of notifications that distract you.
- Maximize natural lighting.
- Work in a comfortable climate (not too warm or cold).
- Remove distracting photos and wall art.
- Put away boxes and packages from view.
- Put things away in neat and organized ways inside of cabinets and drawers.
- Keep one or two plants near your workspaces.
- Clean and declutter all workspaces.

[CLICK HERE TO READ MORE ON DAILY PRODUCTIVITY.](#)



Common Distractions and How to Limit Them...

You must fight off distractions to stay on track and stay on task. The minor distractions all day long will stand in your way of achieving, accomplishing, and finishing on time. Distractions include the following:

- **Small talk**
- **Chit-chats**
- **Gossip**
- **Email notifications**
- **Telephone notifications (including texting)**
- **Social media scrolling**
- **Unplanned "extra" breaks throughout the day**
- **Noise**
- **Online shopping**
- **Drifting thoughts (daydreaming)**

The best way to fight these distractions is to control them; know when you are being distracted and stop to focus on what is more important.

[CLICK HERE TO READ MORE ON LIMITING DISTRACTIONS.](#)



COMING SOON!

April

APRIL 2
AUTISM
AWARENESS DAY

APRIL 4
SCHOOL LIBRARIAN
DAY

APRIL 15
TAX DAY

APRIL 22
EARTH DAY

May

GRADUATION
CEREMONIES

MAY 4
STAR WARS DAY

MAY 5
CINCO DE MAYO

MAY 6
TEACHER
APPRECIATION WEEK

MAY 12
MOTHER'S DAY

MAY 29
MEMORIAL DAY

15 SMART GOALS TO DEVELOP STRONGER FOLLOW-THROUGH SKILLS

Do you find yourself often starting things and not thoroughly following through with them? Here are 15 SMART goals to make effective changes once and for all. These goals are written as "I will statements" to hold yourself accountable for following through with them. Each one is specific and time-bound. Be sure to select one to three to work on at one time.

1) For the next 30 days, I will use a notebook to write down every task that comes my way and give myself a maximum of 48 hours to complete each.

2) Each night before I go to bed, I will write down 3 to 5 things I absolutely want to accomplish the next day and focus on those first.

3) I will use a checklist to stay organized daily with all my tasks for the next 60 days.

4) I will read 4 self-help books on time management and productivity in the next 12 months.

5) For the next 3 months, I will use project folders to stay as organized as possible.

6) Each morning for the next 30 days, I will give myself a positive mindset to motivate myself to be as productive as possible all day and have the right mindset to follow through on tasks.

7) I will turn off notifications when I am time-blocking to focus on the tasks at hand and follow through on things.

[CLICK HERE TO GET ALL 15 SMART GOAL IDEAS.](#)



35 Spring SMART Goals Ideas

Make this Spring the best one yet by choosing up to 3 of these SMART goals to work on for the next 3 to 5 months. You'll live more purposefully and intentionally knowing you have direction. Once you select the goals, write some specific daily and weekly things you can do to reach them. These will be your action steps.

You can download the form below by clicking on the image or [HERE](#). This template from Efficiency and Organization may help you to stay organized with your goal setting and achieving process.



1) I will do a thorough Spring cleaning of my home and workspace before the end of May.

Spring cleaning is one of the best things you can do for yourself and your spaces. Read this article for tips on starting and completing your project:

[Spring Cleaning and Decluttering Tips](#)

2) I will visit a farmer's market once each month in Spring.

3) I will visit a winery at least once this Spring to enjoy time with family, friends, or loved ones.

4) I will take a local community college or adult school class to learn and improve my skills.

5) I will read at least one book each month in Spring.

6) I will do 1 redecorating project at home.

Redecorating can be simpler and less of a hassle than a remodel. You can decide on a room you want to spruce up and get started. Redecorating can include some of the following:

- Re-painting
- Installing a ceiling fan
- Changing the flooring
- Adding new wall art
- Changing the furniture

[CLICK HERE TO GET ALL 35 SPRING GOAL IDEAS.](#)

Recommended Items to Purchase from Amazon.com

Click on the titles or images to be directed to Amazon.com for these items that can help you become more efficient, organized, and well-planned in everyday life.

Under Sink Organizer



Dry-Erase Desktop Whiteboard



Desk Organizing Set



Kitchen Cabinet Organizer



Pantry Organizing Kit



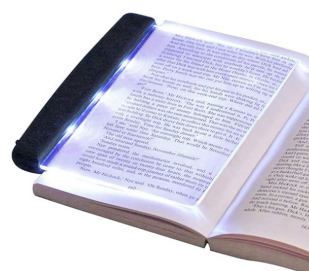
Fruit Organizing Basket



Garden Tool Organizer



LED Flat Reading Light



47 Spring Cleaning and Decluttering Tips

- 1) Get all the cleaning supplies you'll need for the project. Get your equipment ready, also!
- 2) Have a daily written plan (or list) of what you will clean.
- 3) Use a checklist for each room to ensure you don't forget anything. Check off tasks one by one as you complete them.
- 4) Start with one corner of the home and work from there, step-by-step.
- 5) Get your music playlist ready to enjoy some music while you clean!
- 6) Empty out the rooms to clean walls and floors.
- 7) Clean the windows inside and out.
- 8) Remove or clean the window coverings.
- 9) Write a list of things that need to be repaired or replaced as you clean and reorganize.
- 10) Change fixtures and lightbulbs to give each room a small but significantly noticeable change.
- 11) Get ideas for healthy cleaning products and hacks from online sources.
- 12) Empty out all furniture pieces, wipe, then restock.
- 13) Clean wall coverings (including framed pictures) before replacing them.
- 14) Clean the tile and grout in the kitchen and bathrooms.
- 15) Clean any fake trees and plants (ficus) inside your home as decor.
- 16) Wipe the doors, including door handles.
- 17) Wipe the lightbulbs.



[CLICK HERE TO READ THE ENTIRE ARTICLE.](#)

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Waiting In Line...
Helpful Tips for Being Productive While You're Stuck Waiting



PAYING BILLS ON TIME
(Tips to Stay on Top of Bills)



Why We FEEL STUCK, Why We Can't Make Enough PROGRESS, and What to Do About It



DAILY PRODUCTIVITY PLANNER
(step-by-step guide for time blocking)



Recommended Books

Click on each to be directed to Amazon to purchase each book.

