

# Efficiency and Organization

August 2022

## NEWSLETTER



## What Events to Calendar for 12 Months to Stay Organized and Get Ahead

One of the best ways to get ahead and stay organized is to use either an electronic or paper calendar. Write out every event coming up so you can look ahead once a week and plan for each.

Here are some important events and happenings to add to your calendar for the next 12 months to become more organized, efficient, and use time wisely:

### Yearly:

- Birthdays
- Vacations
- Spring cleaning
- Plans for major repairs (if any)
- Tax preparation appointment
- Dental appointments (twice a year)
- Yearly medical checkups
- Small family trips and events (theme parks)



### Quarterly:

- Conferences
- Car maintenance
- Closet organizing and decluttering
- Upcoming insurance renewals
- Haircuts
- Shopping needs for clothing and shoes
- Museum visits
- Book reading lists for the following 3 months



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## This issue:

EVENTS TO CALENDAR FOR THE NEXT 12 MONTHS

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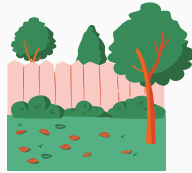
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## Monthly:

- Kids' school events and activities
- Bills that are due
- Upcoming holidays
- Budgeting for the month
- Monitoring of personal goals
- Visits and get-togethers with friends and family
- Work area organizing
- Dry cleaning (if any)
- Outdoor area maintenance



## Weekly:

- Meal plan for the week
- Checking bank accounts (personal budget)
- Upcoming appointments
- Upcoming events
- Cleaning schedule/chores
- Birthdays to recognize for the week
- Exercising schedule
- Email inbox clearing



## COMING SOON!

### SEPTEMBER & SEPTEMBER

LABOR DAY  
SEPTEMBER 5

PATRIOT DAY  
SEPTEMBER 11

HISPANIC  
HERITAGE MONTH  
BEGINS  
SEPTEMBER 15

FIRST DAY OF  
AUTUMN  
SEPTEMBER 22

ROSH HASHANAH  
SEPTEMBER 25

COLUMBUS DAY  
OCTOBER 10

BOSS' DAY  
OCTOBER 17

HALLOWEEN  
OCTOBER 31

# 12 WAYS TO USE A PLANNER - ELECTRONIC OR PAPER - TO STAY SUPER EFFICIENT AND ORGANIZED



- Keeping track of birthdays of friends, family, coworkers...
- Keeping track of appointments
- Writing specific "to-do" items related to business on a consistent basis
- Due dates of assignments, and reminders a few days ahead of when those assignments are due
- Write when bills are due to be paid
- What I'm preparing for dinner each day of the week
- Weekly social media "to-do" actions
- Renewal dates of licenses, insurance, etc.
- Phone numbers, addresses, encrypted passwords
- Dates of important meetings
- Household "to-do" items, such as dry cleaning dates, cleaning days...
- Following up reminders

MAKE IT HAPPEN



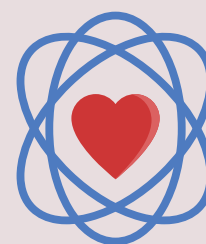
## Latest Videos

MEAL PREPARATION IDEAS FOR BUSY PEOPLE | LIST OF 100 MEALS FOR 100 DAYS TO SAVE TIME AND MONEY



[Click here to watch the video](#)

A STEP-BY-STEP PROCESS FOR IDENTIFYING YOUR CORE VALUES AND BELIEFS TO LIVE MORE PURPOSEFULLY



[Click here to watch video](#)

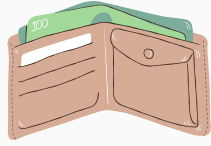
HOW TO SAVE TIME AT WORK TO BECOME MORE EFFICIENT AND PRODUCTIVE TO ACCOMPLISH MORE | 6 IDEAS



[Click here to watch video](#)

# What to Keep in Your Bag, Purse, or Car to Stay Organized as a Student

- 1) Cell phone
- 2) Wallet
- 3) Post-it notes



- 4) Pencil
- 5) Pen
- 6) Highlighter



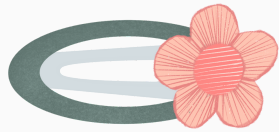
- 7) Extra pair of glasses or contacts
- 8) Sunglasses
- 9) Planner



- 10) Calendar
- 11) Index cards
- 12) Small brush/comb



- 13) Make-up items, like lipstick
- 14) Feminine products
- 15) Hair clip or scrunchy



- 16) Deodorant
- 17) Gift cards
- 18) Small amount of cash



If space allows:

- 19) Jacket
- 20) Extra pair of socks
- 21) Daily medicine
- 22) Bottled water



Visit the [efficiencyandorganization.com](http://efficiencyandorganization.com) site and subscribe for more resources, ideas, tips, and hacks on



organizing  
efficiency  
time management  
self-discipline  
achieving goals  
focus  
planning  
productivity

"WITH ORGANIZATION COMES EMPOWERMENT."

— Lynda Peterson



For every minute spent in organizing, an hour is earned.

BENJAMIN FRANKLIN

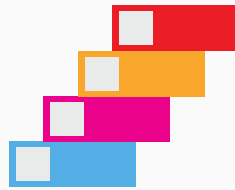


# How to Be More Mentally Organized | Strategies and Tips

ALWAYS THINK ABOUT THE NEXT STEP: WHATEVER YOU ARE DOING RIGHT NOW, WHEN WILL YOU STOP AND WHEN WILL YOU DO THE NEXT ACTIVITY? KEEP PLANNING THE TASK AND NEXT ACTION IN YOUR MIND.

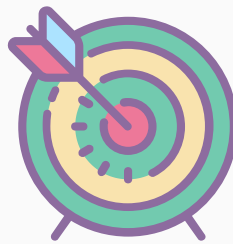


IN YOUR MIND, KNOW EXACTLY WHAT THE FIRST THING IS YOU NEED TO DO WHEN YOU WAKE UP THE NEXT DAY, AND WHAT THE MOST IMPORTANT EVENTS AND APPOINTMENTS ARE FOR THE DAY AHEAD.



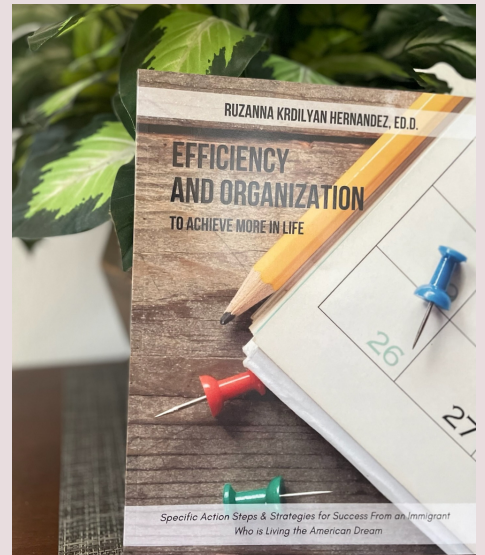
WHEN YOU HAVE A GOOD IDEA THAT SPARKS UP IN YOUR MIND, WRITE IT DOWN IN A PLANNER BUT DO NOT SHIFT COURSE - DO NOT MAKE THAT NEW IDEA YOUR NEW PROJECT UNTIL YOU SUCCESSFULLY COMPLETE THE CURRENT PROJECT.

WHEN YOU HAVE AN IDEA FOR A SOMETHING YOU WANT TO ACHIEVE IN YOUR LIFE, LIKE BUYING A HOME, BUYING A CAR, OR GOING BACK TO SCHOOL TO EARN A DEGREE, FIGURE OUT WHAT THREE STEPS NEED TO BE TAKEN, IN ORDER, TO ACHIEVE THOSE GOALS AND DREAMS. IF YOU DON'T KNOW THE INITIAL STEPS IN YOUR MINDS, THE GOAL OFTEN DOES NOT BECOME REALIZED.



PROCRASTINATION OF ANY KIND IS LIKELY GOING TO CREATE MENTAL DISORGANIZATION FOR YOU, LIKE PUTTING AWAY SHOES, DOING AN ASSIGNMENT IN A TIMELY MANNER, ETC. THE REASON WHY IS BECAUSE IN THE BACK OF YOUR MIND YOU KEEP THINKING ABOUT WHAT THOSE PROCRASTINATED TASKS ARE. TRAIN YOURSELF TO DO THINGS IMMEDIATELY TO STOP CLUTTERING YOUR MIND.

LOOKING FOR SPECIFIC WAYS - CHECKLISTS - TO HELP GUIDE YOU ON YOUR JOURNEY TO BECOMING MORE EFFICIENT, ORGANIZED, PRODUCTIVE, AND WELL-MANAGED WITH TIME? HERE IS A BOOK THAT HELPS YOU DO ALL THAT!



[Click here to get your copy!](#)

ONE OF THE LATEST ARTICLES OF EFFICIENCY AND ORGANIZATION:



[BEST PRACTICES WHEN APPLYING FOR SCHOOL ADMINISTRATION JOBS](#)

[Click here to read.](#)