

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



## 30 Time Wasters at Work and How to Avoid Them

Are you stressed by your heavy workload and lack of time to accomplish everything? Is lack of time a significant factor at work? Have you considered what activities consume your time to see if any changes should be made? To understand time management, you must consider the root causes of the problem. In other words, what tasks or activities waste time?



### 30 TIME GUZZLERS TO AVOID DURING WORK HOURS

*for better time management*

1. Gossip
2. Whining/complaining
3. Checking emails too often
4. Too many unnecessary breaks
5. Excessive socializing
6. Worrying/thinking about the past in dismay
7. Hanging out with toxic people
8. Looking for things in disorganized piles
9. Cleaning up spills that could have been avoided
10. Online shopping
11. Sending personal texts
12. Elongated personal calls
13. Social media scrolling
14. Doing someone else's work
15. Not organizing things ahead of time
16. Not planning ahead/prioritizing
17. Perfectionism
18. Procrastination
19. Distracting things all around
20. Noisy environment
21. Work avoidance
22. Putting on makeup
23. Helping others with their workload instead of doing yours
24. Lack of delegation
25. Unnecessary meetings
26. Planning for the weekend while at work
27. Taking extra time to return from lunch/breaks
28. Overthinking
29. Decorating too often or too much
30. Looking for documents on disorganized computer desktop

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# How to Improve Your Time Management at Work

Here are some helpful time management strategies to implement at work to save time, stay caught up, increase your productivity, and raise your self-confidence!

- 1) Arrive early or on time.
- 2) Use downtimes highly effectively.
- 3) Use a timer.
- 4) Block out time for a specific task or project so you do not get distracted by anything else that comes your way.
- 5) Do not leave an area or a workstation until the main tasks that need to be done get done.
- 6) Get rid of distractions that eat up your time.
- 7) Stock up on necessary daily supplies.  
Not having supplies and materials on hand can lead to wasted time. Regularly check on supplies and inventory and place orders as needed. Some of these items include the following:
  - Writing instruments
  - Notepads or Post-its
  - Ink cartridges
  - File organizers
  - Gloves
  - Hand sanitizers
  - Batteries

-continued on next page

COMING SOON!

## December

CHRISTMAS  
DECEMBER 25

KWANZAA  
DEC 26 - JAN 1

NEW YEAR'S EVE  
DECEMBER 31

## January

NEW YEAR'S DAY  
JANUARY 1

MLK DAY  
JANUARY 20

LUNAR NEW YEAR  
JANUARY 29

# How to Improve Your Time Management at Work (cont'd)

8) BEGIN EACH DAY THE NIGHT BEFORE.

TO MAXIMIZE PRODUCTIVITY, DECIDE ALL SPECIFIC ACTIONS YOU WANT TO TAKE THE FOLLOWING DAY, THE NIGHT BEFORE. IN OTHER WORDS, MAKE YOUR TO-DO LIST FOR THE FOLLOWING DAY. HERE ARE EXAMPLES:

AS SOON AS I WAKE UP AND DRINK MY COFFEE, I WILL...

- TAKE THE DOG FOR A SHORT WALK
- DO A MILE ON MY TREADMILL
- SEND 3 IMPORTANT EMAILS FOR WORK
- LOOK AT ALL MY FINANCIALS AND MAKE SURE BILLS ARE PAID
- WORK ON 1 THING THAT WILL HELP ME ACCOMPLISH MY SHORT-TERM OR LONG-TERM GOALS

9) USE CHECKLISTS.

10) FIND SHORTCUTS

11) FOCUS ON PRIORITIES.

12) USE YOUR MOST ENERGETIC TIME OF THE DAY ON THE MOST CRITICAL JOBS.

13) START THINKING ABOUT ORGANIZING AND PRIORITIZING AN HOUR BEFORE YOUR WORKDAY ENDS.

14) STAY ACTIVELY ENGAGED THROUGHOUT THE DAY.

15) HOLD OFF REWARDS UNTIL DAILY FOLLOW-THROUGH TASKS ARE ACCOMPLISHED.

16) DO NOT LEAVE AN AREA OR A WORKSTATION UNTIL THE MAIN TASKS ARE COMPLETED.

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# How to Begin Each Day with the Right Mindset

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HERE ARE 15 WAYS TO BEGIN EACH DAY WITH THE RIGHT MINDSET. START BY INCORPORATING 1 OR 2 OF THESE FOR AT LEAST 60 DAYS TO TURN THEM INTO DAILY HABITS AND ROUTINES. PRINT AND POST THE ONES YOU CHOOSE AND POST SOMEWHERE HIGHLY VISIBLE TO REFER TO EACH MORNING.

- 1) Tell yourself that you are going to have a great day.
- 2) Remind yourself of 3 things you are grateful for today.
- 3) Think of 1 to 3 things you will do today to help you reach your goals.
- 4) Visualize how you will look and feel once you achieve your goals.
- 5) Plan the day and get organized.
- 6) Have 3 priority tasks to focus on during the day.
- 7) Read 1 to 3 motivational quotes.
- 8) "Coach" yourself up!

Think of what coaches do with sports teams. They talk up the players. They motivate and inspire them. They get them to believe in themselves even when their self-esteem is low, and self-doubts are high. This is what you need to do with yourself each morning. Coach yourself up to boost your mood and self-confidence. Coach yourself and your thoughts to have that "You can do it" attitude to push through the day successfully.

[CLICK HERE TO READ THE ENTIRE ARTICLE WITH ALL 15 TIPS AND STRATEGIES.](#)

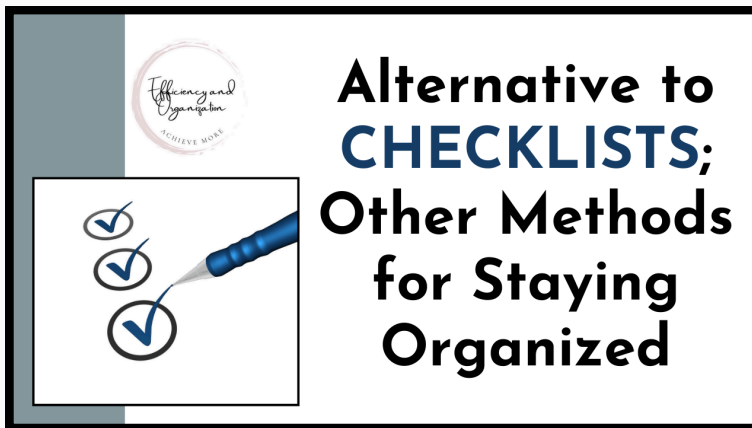
# Latest Videos

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**PROJECT PLAN Example**  
(organized, step-by-step process)

The thumbnail features a circular logo with the text 'Efficiency and Organization' and 'ACHIEVE MORE'. Below the logo is a photograph of a desk with several colorful sticky notes and a pen.



**Alternative to CHECKLISTS; Other Methods for Staying Organized**

The thumbnail features a circular logo with the text 'Efficiency and Organization' and 'ACHIEVE MORE'. Below the logo is a photograph of a blue pen writing on a checklist with three items, each marked with a checkmark.



**10 Examples of DECLUTTERED and FUNCTIONAL SPACES**

The thumbnail features a circular logo with the text 'Efficiency and Organization' and 'ACHIEVE MORE'. Below the logo is a photograph of a modern, bright living room with a white sofa, a coffee table, and large windows.



**Setting 1-YEAR GOALS**  
with 5 real examples

The thumbnail features a circular logo with the text 'Efficiency and Organization' and 'ACHIEVE MORE'. Below the logo is a photograph of a road signpost with three directional signs: 'DREAM BIG' (blue arrow pointing right), 'SET GOALS' (white arrow pointing right), and 'TAKE ACTION' (red arrow pointing right).

## 10 Motivational Quotes for December

- 1) Courage doesn't always roar. Sometimes courage is the little voice at the end of the day that says I'll try again tomorrow. - Mary Anne Radmacher
- 2) There is no force more powerful than a woman determined to rise. - Bosa Sebele
- 3) Character cannot be developed in ease and quiet. Only through experience of trial and suffering can the soul be strengthened, vision cleared, ambition inspired and success achieved. - Helen Keller
- 4) A truly strong person does not need the approval of others any more than a lion needs the approval of sheep. - Vernon Howard
- 5) History has demonstrated that the most notable winners usually encountered heartbreaking obstacles before they triumphed. They won because they refused to become discouraged by their defeats.- B.C. Forbes
- 6) Don't be afraid to be ambitious about your goals. Hard work never stops. Neither should your dreams. - Dwayne Johnson
- 7) I never dreamt of success. I worked for it. - Estée Lauder
- 8) There's no way to be a perfect mother and a million ways to be good. – Jill Churchill

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## How to Do a Great Job Presenting to Your Team

- Break up your presentation so that you don't talk for more than 5 to 10 minutes at a time.
- Ask a question every 5 to 10 minutes, or have them do something to keep them engaged.
- Don't read from slides.
- Refrain from using "um" when speaking.
- Walk around.
- Use proper tone, volume, and pitch. Practice makes perfect!
- Show energy.
- Use proper eye contact.
- Reveal the "Why." Why should they care about what you are saying or teaching?
- Use gestures and movements.
- Use a variety of teaching strategies. Talking directly is one way, but it's not the only way. Vary it up!



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## Why should you continue to develop **BETTER WORK HABITS?**

- Gaining more skills
- Gaining confidence
- More efficiency
- Improved productivity
- Better self-presentation
- Stronger likelihood of getting promotions
- More consistency
- Stronger self-discipline
- Better follow-through
- Achieving more goals
- Attaining more success



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## Benefits of Developing *Strong* **WORK ETHICS**

- Completing tasks on time
- Reliability
- Better reputation
- Productivity
- Self-satisfaction
- Stronger self-confidence
- Career advancements
- Attaining larger life goals
- Having focus and determination
- Powerful self-discipline
- Setting an example for others



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## Benefits of Using **Checklists at Work**

- More accuracy
- Less chance of forgetting details
- Improves clarity
- Helps with productivity
- Increases accountability
- Helps with meeting deadlines
- Efficient processes
- Free the mind
- Help relieve stress
- Provide consistency and discipline
- Better communication
- Better quality
- Standardizing processes



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