

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



How to Make Checklists at Work to Stay Organized

Organizing, planning, and time management lead to more success in the workplace. One of the best ways to achieve these goals is to use checklists! They can help in a variety of ways, including the following:

- More accuracy
- Less chance of forgetting details
- Help with productivity
- Increased accountability
- Helps with meeting deadlines
- Efficient processes
- Help relieve stress
- Provide consistency and discipline
- Better quality of work (less rework)
- Standardizing processes

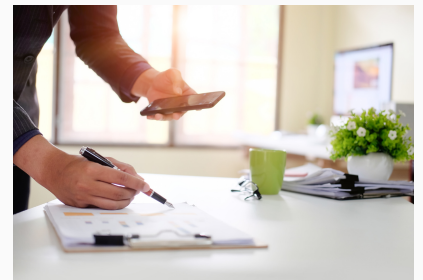
To use checklists at work, follow this simple process:

1. **Write down tasks and to-do items.**
2. **Create a priority order for tasks, prioritizing those that need to be completed first based on due dates and importance.**
3. **Focus on those priorities.**
4. **Celebrate your successes!**

For projects, write out steps as checklists to accomplish in step-by-step order. Save them for reuse to maintain consistency and develop systems.

5 Examples of How to Create Checklists at Work

Here are 5 examples of how you can create checklists at work. Take each one and modify to fit your needs. Refine as you go to improve them to suit your needs perfectly.



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How to Make Checklists at Work (cont'd)

1) Project Checklist

When you have multi-step projects to complete, use checklists that will help to give you a step-by-step guide for what needs to be done before the deadline. Make project folders. Use any pocket folders, then staple the checklist on top. Pocket folders are sturdy and let you put everything related to the project inside them. The checklist format can be downloaded from Efficiency or Organization, or you can make one on your own using any paper. Click [HERE](#) to get access to the downloadable.

Tackle the project pieces step by step and check off the list as you go.

Here are examples of work projects:

- **Organizing events**
- **Organizing and planning for meetings**
- **Organizing and planning professional development**
- **Planning a marketing or sales event**
- **Construction or remodeling projects**

2) Daily Priority (Task) Checklist

Many things need to be done during busy workweeks. The list can be long enough to make it overwhelming, and some things may fall through the cracks—important things that should not have been left undone. When you rely on your brain to remember everything, you miss appointments, meetings, and deadlines, and focus on non-priority tasks. Bring everything from the abstract into real life by making a daily list. Here is the process:

Step 1: Write down everything that you need or want to do.

Step 2: Look at the list and start prioritizing: What's high, medium, or low?

Step 3: Focus on the top priorities, even if they are not your favorite activities.

Discipline yourself to focus on your top-priority tasks first each day. before moving on to other things. You never know what curveballs will come your way as the day progresses, so make sure you attack the top tasks you have chosen for the day first.

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

COMING SOON!

December

1ST DAY OF WINTER
DECEMBER 21

CHRISTMAS EVE
DECEMBER 24

CHRISTMAS DAY
DECEMBER 25

NEW YEAR'S EVE
DECEMBER 31

January

NEW YEAR'S DAY
JANUARY 1

MARTIN LUTHER KING
JR HOLIDAY
JANUARY 19



How to Stay on Top of Your Emails as a Leader at Work

Emailing can actually be used as an organizational tool! As a professional, knowing how to use and organize emails properly is critical to success. The benefits of having an organized system for handling emails include the following:

Having better follow-through
Locating emails more quickly
Faster decision-making
Having less stress
Effective prioritizing
More productivity
Streamlining tasks
Saving time and increasing efficiency
Less frustration and embarrassment for delayed responses
Better reputation (seen as reliable by others)



Use these tips to help yourself stay on top of your email inbox as a leader. Stick to whichever ones you decide to implement for at least 2 months so they can become part of your everyday work habits and routines.

1) Understanding that your inbox is for only critical pieces of information, keep it decluttered by deleting unwanted emails.

Delete emails you will never need. Do not hang on to them. Upon reading or quickly scanning them for importance, press the delete button on emails that:

- You did not sign up for
- Say things like, "Thank you," or "You're welcome."
- Ones that do not pertain to you and your classroom but were sent to all teaching staff
- FYI emails after reading them
- Advertisements

2) Keep only emails in the inbox that need to be dealt with or responded to within 1 week or less (save the rest in folders or delete them).

3) Create folders if you feel you have emails that you want to save for the future as a reference.

Create folders to store only essential emails, and delete or archive all others.

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

MASTERING ORGANIZATION FOR PEAK PRODUCTIVITY

Organization is the foundation of productivity. When your environment, tasks, and priorities are well-structured, you can focus on what truly matters. Disorganization, on the other hand, leads to wasted time, missed opportunities, and unnecessary stress. By mastering organization, you not only enhance your efficiency but also create a sense of clarity and control over your daily life.

Read through these 25 tips to maximize your productivity. To avoid feeling overwhelmed, choose only 3 to 5 of these to work on consistently for the next month. If you stick to them, they will become part of your regular daily routines and systems. Over time, they will help you to be far more productive and efficient.

1. Start with clear goals.

Define what you want to achieve. Whether it's completing a project, decluttering your home, or planning your week, having specific goals gives you direction and motivation.

2. Create systems and routines.

Develop a system that works for you. This could include:

- **Task Lists:** Use to-do lists to keep track of tasks and deadlines.
- **Calendars:** Schedule appointments, meetings, and important dates.
- **Digital Tools:** Explore apps like Trello, Asana, or Notion to organize tasks and collaborate with others.

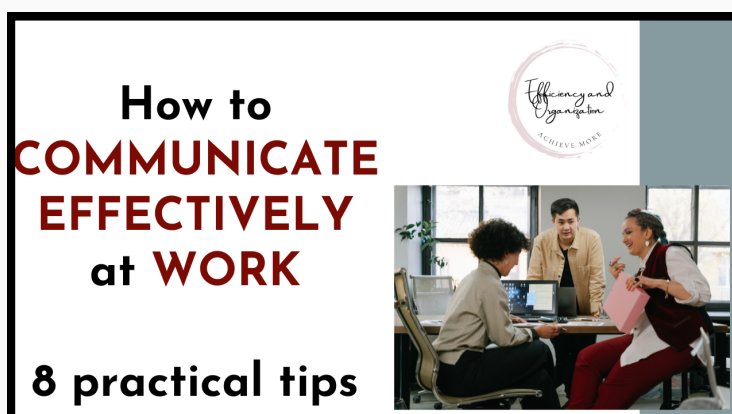
To develop systems and routines, think about what you do in the mornings, afternoons, and evenings. Instead of wondering what you need to do each minute, systems allow you to be consistent and well-planned. Here are 10 systems and routines you can implement to become more organized and use your time more efficiently.

- **Wake up at a certain time each day (as early as you can possibly wake up).**
- **Look at the top 3 to 5 priorities that must be done during the day.**
- **Groom and dress for success as quickly as possible to avoid wasting time.**
- **Use a planner to organize your daily processes, meetings, and other activities.**
- **Use lists or Post-it notes. Cross off each task that gets accomplished (or throw away the Post-it note).**
- **Have set times for checking emails.**
- **30 minutes before you finish work, start cleaning up and planning for the next day.**
- **Have a nightly routine that helps you unwind, relax, and prepare for the next day.**

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MOTIVATION CORNER



PRODUCTIVITY ADVICE

An hour before your workday is over, start thinking about organizing and prioritizing for *the next day*.



Celebrating Accomplishments at Work to Boost Morale

Here are 15 ideas for celebrating employees' accomplishments. It does not have to cost money to show your coworkers how valued and appreciated they are. Small gestures can go a long way.

1) Organize a weekly or biweekly gratitude email for all staff.

Every week or every two weeks, send an email to employees asking them to send you their shout-outs or words of appreciation for their fellow employees. For example, Mary can share that Lisa helped her resolve an issue with the computer system. Brian can share that Lori helped cover his desk while he was away working on a project.

Collect the messages of gratitude and send them in a single email. You can also have a wall in the staff room where staff can post messages to one another. Ask staff what they think is the best way to share these gratitude messages so they can take ownership. The trick with this is to be consistent. Calendar it to remind yourself to do this either weekly or biweekly.

2) Give certificates of recognition at the start of each staff meeting.

3) Give a thank-you note to someone at work once a month.



Buy thank-you cards to have in stock. Each month, add a reminder to your planner to sit down and think of 1 person to write a note to. It will take about 3 minutes, but the gesture could last a lifetime. Here are 3 suggestions for professional thank-you cards you can get from Amazon:

- **Thank you cards (example #1)**
- **Thank you cards (example #2)**
- **Thank you cards (example #3)**

4) Plan celebrations for others when they achieve milestones.



Take time to celebrate employees' milestones, such as completing 10 years with the organization, graduating from a college degree program, or getting promoted. Keep track of everyone's birthdays! Even if you don't buy them anything, the small gesture of wishing them a happy birthday will go a long way.

[CLICK HERE TO CHECK OUT 15 IDEAS AND STRATEGIES.](#)

12 Ways to Decorate the Front of the House for Holidays

If you are a super-busy person with a hectic schedule, you can still get in the spirit of each holiday by planning and getting organized weeks in advance. Look at the list of ideas and tips below. Choose as many as you'd like, depending on your schedule. Get your planner out and start organizing and preparing!

1) Make a list of the holidays you want to decorate for before making purchases. Choose the holidays you want to decorate for throughout the year. Here are ideas:

- Valentine's Day
- Lunar New Year
- St. Patrick's Day
- Easter
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Halloween
- Thanksgiving
- Christmas
- Hannukah
- New Year's Eve/Day



Depending on where you live, you'll have more or fewer choices, but here are some ideas for annual events in the U.S.

2) Purchase red, white, and blue decorations to use for several holidays in a year. Red, white, and blue decorations can be used for Independence Day, Memorial Day, Veterans' Day, and even Labor Day. Here are some pieces that would work:

- Garlands
- Pillows
- Lighting
- Flags
- Pinwheels



3) Get harvest-themed decorations for the Fall months. Harvest-themed decorations can be used for Halloween and Thanksgiving. You can have them up every day in September, October, and even part of November to remind you of the season's bounty.

4) Get Spring decor that can also work for Easter. If you decorate for Spring, those same concepts will apply to Easter. Here are ideas that would work:

- Yellow, pink, and green flowers
- Decorative bunnies
- Oversized baskets with Spring-colored flowers
- Fence decorations
- Spring-colored buckets or pots

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

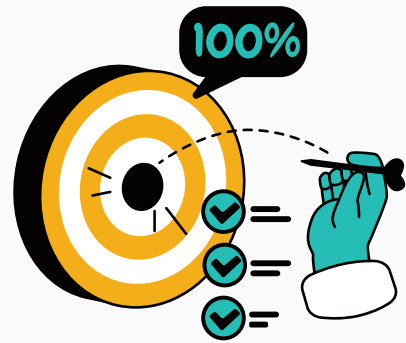
125 SMART GOAL IDEAS FOR THE NEW YEAR

Choose up to 3 of these goals to work on between January 1st and December 31st. Write down each of the goals on a sheet of paper or using a template available by [Efficiency and Organization](#) that can be downloaded by clicking [HERE](#). Monitor your progress every week or every 2 weeks to stay on course, stay motivated, and be disciplined.

Goals for Family Life

Remember to choose only 3 goals for the entire year to keep yourself motivated, focused, and on track to succeed.

- 1) We will spend 2 hours every weekend playing board games as a family.
- 2) We will sit down to eat as a family at least 4 days per week.
- 3) We at least 2 weekend getaways as a family twice this year.
- 4) We will have a family movie night once a week.
- 5) We will spend 30 minutes each weekday reading together.
- 6) I will volunteer at my child's school once a month.
- 7) I will take my child to the park once a week to play games with him.
- 8) We will cook or bake as a family at least once a week.
- 9) I will plan a short family vacation this year.
- 10) We will do a family exercise routine once a week, such as walking around the neighborhood or hiking nearby.
- 11) We will do one volunteer activity together as a family each month.
- 12) We will create a family vision board together this year.
- 13) We will go out to eat dinner at a restaurant as a family biweekly.
- 14) We will celebrate all major holidays by doing something fun as a family.



Goals for Health and Wellness

Use a [template](#) for your health and wellness goals. Click [HERE](#) to download the one from [Efficiency and Organization](#). Remember to print and post the goal somewhere prominent for a frequent referral.

- 1) I will eat red meat only once every 2 weeks (substituting with chicken or fish instead).
- 2) I will cut my carb intake by 50% each day.
- 3) I will power-walk for 10 miles per week.
- 4) I will join and go to the gym 4 times per week.
- 5) I will use the stairs instead of elevators and escalators for the entire year.
- 6) I will set a timer on my phone to get up and move around once every hour.
- 7) I will prepare my own lunches and snacks at least 4 out of 5 days per week to eat healthier and save money.
- 8) Once every 2 weeks, I will research [healthy eating](#) and living.
- 9) At work when you get up to go to the restroom, I will do lunges and stretching exercises for 2 minutes before sitting down again.
- 10) I will [do cardio](#) for 30 minutes a day, 7 days per week.



Goals for Work

Whether you work from home or commute, set some goals for yourself to work toward. It is also imperative to set goals if you are a business owner or a side hustler.

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