

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



How to Start Organizing a Messy Bedroom

Use these 11 ways (steps) to organize a messy bedroom. Tweak each of the ideas to suit your needs. Even utilizing 1 to 3 steps will help you enjoy the benefits of having cleaner, more organized, less cluttered spaces!

1) Write a **SMART** goal to decide when you want the bedroom project completed, organized, and decluttered. Here are some examples of **SMART** goals:

- I will have my bedroom fully decluttered and have no boxes or items on site other than furniture within 2 weeks.
- Within 3 weeks, I will have my bedroom thoroughly cleaned and organized.
- Within 1 week, I will empty my entire bedroom to repaint, clean, and reorganize, keeping only the necessary items.
- I will reorganize and declutter my bedroom within the next 10 days.

You can then set daily action steps for what you will do each day or even each hour to accomplish the goal. For example, let's say your goal is that within 1 week, you will empty out the bedroom to repaint, clean, organize, and declutter. Your daily actions plans will then be the following:

- Day 1: Empty out the room and stack items next door or in hallway.
- Day 2: Paint and do floors. Change fixtures and lighting.
- Day 3: Continue from day 2.
- Day 4: Put back main furniture pieces and get rid of furniture you absolutely do not need.
- Day 5: Put clothes and other items back in categories (sorting).

-continued on next page



Organizing a Messy Bedroom (cont'd)

2) List things you want done in your messy bedroom. When you write your action steps for your bedroom organizing project, write down everything you want done.

- Remove all pictures, photos, documents, etc. from all 4 walls.
- Wash all clothes on the floors, under the bed, and behind furniture, then stack them neatly after sorting.
- Change bed sheets, wash, and make the bed.
- Empty out drawers and cabinets, then reorganize using dividers.
- Get rid of the trash in the room including empty bottles, cans, bags, etc.
- Clean or wash window coverings.
- Change lamps or lights if needed.
- Add only 1 or 2 items on walls, such as fake plants and paintings, just for aesthetics, decluttering all else.
- Create a box for items to donate.
- Donate or get rid of shoes that have not been worn for more than a year.
- Donate or get rid of clothes that have not been work for more than a year.

3) Empty the room thoroughly to clean walls, lights, and floors.

4) Decide what to keep and what to throw out (or donate).

An essential part of decluttering is to be mindful of what to keep and what to throw out. Remember, you do not want boxes of things or even plastic bins of things sitting around the bedroom.

5) Sort and categorize items as you put items back in the room.

6) Create labels as needed.

- Label for hats
- Label for gloves and mittens
- Label for tee shirts
- Label for socks, stockings, pantyhose
- Label for scarves

[CLICK HERE TO READ THE ARTICLE IN ITS ENTIRETY.](#)

COMING SOON!

February

**BLACK HISTORY
MONTH**

**GROUNDHOG DAY
FEBRUARY 2**

**VALENTINE'S DAY
FEBRUARY 14**

**PRESIDENTS' DAY
FEBRUARY 19**

March

**WOMEN'S HISTORY
MONTH**

**INTERNATIONAL
WOMEN'S DAY
MARCH 8**

**ST. PATRICK'S DAY
MARCH 17**

**1ST DAY OF SPRING
MARCH 20**

**EASTER
MARCH 31**

Budgeting Goals Examples

Having organized personal finances helps to relieve stress and help you get on track to success. The benefits of budgeting include the following:

- Improved quality of life
- Less financial stress
- More in control of your money
- Meeting financial goals
- Controlling spending habits
- Improved relationships
- Improved health and peace of mind
- Improved lifestyle
- Increase in credit score
- Being prepared for emergencies
- Reducing debt
- Better prioritizing

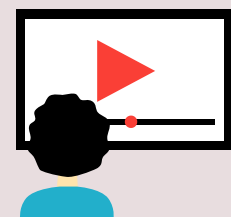
Here are budgeting goals examples. Choose up to 3 to implement at one time to avoid being stretched too thin and feeling overwhelmed.

- 1) I will put aside \$25 monthly for the next 12 months to save for an emergency plan.
- 2) I will pay off \$1,600 in debt within 12 months.
- 3) I will have my iPhone completely paid off within 8 months to reduce my monthly telephone bill.
- 4) My limit for holiday spending will be \$600 this year.
- 5) I will only purchase shoes if one of my pairs gets damaged and need to be thrown away.
- 6) I will review all my earnings and spending once a week.
- 7) Each week, I will buy food from fast food restaurants just once, preparing the rest of my meals at home to save money.
- 8) I will cut my trips to a coffee shop by 75% for the next 6 months.
- 9) I will combine credit card debt into one account to save money on monthly payments.
- 10) I will buy common spices and ingredients that I use weekly for cooking to save money.
- 11) I will cut cable within the next month and choose only 1 or 2 streaming services instead.
- 13) I will limit red meat consumption to once a week (at most) to save money and live healthier.

Click [HERE](#) to read the entire article with 15 tips and suggestions.

Latest Videos

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15 Ways to Be Financially Independent

1. Develop a monthly budget and stick to it.
2. Have money saved for emergencies.
3. Invest in your education and self-development.
4. Set short-term and long-term financial goals.
5. Have a plan for starting a family in the future.
6. Buy things only with your sole income, even if you are in a relationship with someone.
7. Keep an eye open for job promotions.
8. Consider starting a side business.
9. Get help with finances and financial planning.
10. Keep learning and developing financial literacy skills.
11. Pay off debt as quickly as possible.
12. Keep expenses low.
13. Embrace new opportunities that can lead to more financial success.
14. Negotiate prices and offers.
15. Be mindful of decisions and indecision that can lead to financial problems.

Click on each of these downloadable documents to be directed to the Products page of Efficiency and Organization.

Weekly Self-Reflection Form

Weekly Self-Reflection

1. Did I do one thing this week to help me reach my short-term goals? If so, what was it?
2. Did I do one thing this week to help me reach my long-term goals? If so, what was it?
3. What were 2 or 3 things that were memorable or impactful this week?
4. What is 1 thing I want to be better at next week that I didn't do so well on this past week?
5. What are 2 things I can make next week more time/ things I look forward to?
6. What are 1 or 2 things I did to achieve my overarching goal last week?
7. What are 1 or 2 things I'm going to do next week to achieve my overarching goals?

St. Patrick's Day Celebration Checklist

meant for busy people who want to have an organized plan to celebrate on March 17

ST. PATRICK'S DAY celebration planner

Activity	Priority	Due Date
<input type="checkbox"/>		
<input type="checkbox"/>		
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<input type="checkbox"/>		
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zip to help when on the go!

Checklist to Use for Any Project or Plan

in 3 formats:
PDF (pretty version)
MS Word
MS Excel

PROJECT: _____

To-Do List: _____

Priority or priority: _____

<input type="checkbox"/>	
<input type="checkbox"/>	
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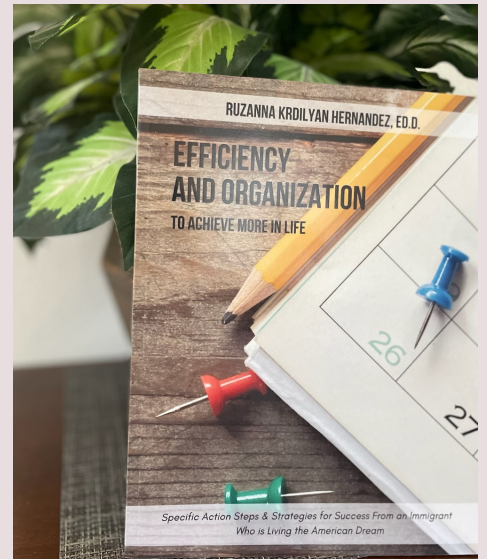
More Helpful Tips, Ideas, and Resources

Click on the titles or images to be directed to each article.

17 Personal Legacy Examples

- 1) Passing down family tradition
- 2) Being good at a specific skill or trait
- 3) Displaying positive traits, attitudes, and characteristics
- 4) Mentoring
- 5) Accomplishing big goals
- 6) Overcoming challenges
- 7) Doing "hard" things
- 8) Being the "first" in the family to accomplish something
- 9) Continuing education and personal growth, even at an older age
- 10) Helping family and friends in times of dire need
- 11) Teaching/passing on skills and knowledge
- 12) Volunteering, rescuing, showing altruistic characteristics
- 13) Donating
- 14) Being a source of encouragement and motivation for others
- 15) Being a leader
- 16) Not giving up on dreams, even at an older age
- 17) Sacrificing for others

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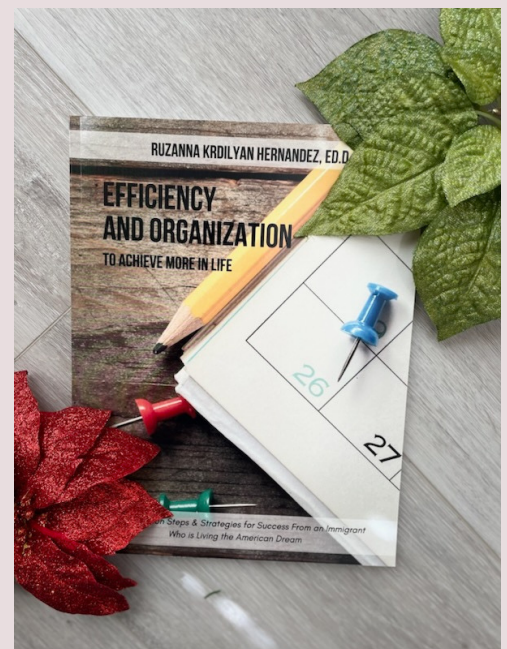


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7 EASY STEPS TO LIVING MORE INTENTIONALLY

- 1) Start by brainstorming a list of things you like and enjoy.
- 2) Download a list of core values and start choosing which ones resonate most with you.
- 3) Write your typical weekly and weekend schedule to understand where your time goes each week.
- 4) Once you have determined where you are by conducting a time audit, take the following steps to determine where you want to be.
- 5) After writing long-term goals based on core values and beliefs, make monthly, weekly, and daily plans to achieve them (plan backward).
- 6) Monitor your progress periodically.
- 7) Stay motivated, focused, and self-disciplined.

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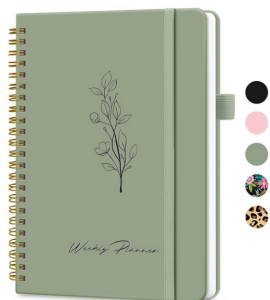


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PLANNER AND CALENDAR



DRAWER DIVIDERS



Desk Organizing Set



Kitchen Cabinet Organizer



Pantry Organizing Kit



Fruit Organizing Basket



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