

# Efficiency and Organization

## July 2021

## MONTHLY RESOURCE GUIDE-NEWSLETTER



### Time-Saving Tips, Hacks, and Strategies

Are you looking for some time-saving tips, hacks, and strategies to be able to do get more done in your day? Here are some helpful suggestions that you may not have thought about trying previously.

1) For one day, stop every 15 minutes (set a timer) and think about how you spent that last quarter of the hour.

- Did you spend way too much time talking and socializing at work then fall behind on work duties?
- Did you spend more than enough time surfing on social media sites?
- Did you stay focused on the task at hand?
- Did you get distracted?
- Did you get sidetracked?

Unless you know WHERE your time is going, you cannot improve your time management skills.

2) Instead of waiting to do things later, like throwing out the piece of trash on your desk, putting away a tool, washing a dish, or replying to an email, do them right away!

Procrastination leads to more wasted time and inefficiency because telling yourself, "I'll do it in a bit," leads you to say that over again throughout the day, days, or even the week. Every time you look at that piece of trash, or that dish, that tool, or that email, you are wasting energy. Train your brain to do things right away - you are in control! In 2 weeks' time, you'll improve your skill of procrastinating by making it a priority to change.

3) Be aware of every action you take and how important that is to your overall goals and values.

Ask yourself:

- Am I stuck fixing the font on something that is okay as is?
- Am I spending way too much time obsessing over this PowerPoint slide?
- Am I spending way too much time figuring out what to put on in the morning?

We all obsess over things that we should not. However, unless we KNOW we are

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# How to Create and Maintain an Organized Monthly Personal Budget



## Questions

- Do you have a plan for how much money you are going to spend each month?
- Do you feel like you can use more organization with your personal finances?
- Do you think you would achieve more of your financial goals if you had a better handle on your income and expenses?

If you answered “yes” to any of these questions, keep reading!

## What is a monthly budget?

A budget sets a financial plan for you. It helps you estimate how much revenue you will get and how much you will have to go out in terms of expenses. The idea is to have the total revenues (income) balance the total expense. Savings and retirement can also be included in the expense category.

A budget must be thought of and developed BEFORE money is received or paid. It is a plan – spending and saving goal, limited to how much you expect to earn. A budget helps you to balance what comes in and what goes out. Budgeting can be done monthly, quarterly, or yearly. Most individuals do their calculations monthly, whereas organizations tend to do them on an annual basis.

The benefits of budgeting include:

- Not overspending
- Saving more
- Being prepared for emergencies
- Avoiding bad spending habits
- Being honest with yourself
- Meeting short-term and long-term financial goals
- Being less stressed about money
- Getting into far less debt
- Eliminating debt
- Being happier, less stressed, and less overwhelmed

## The Solution

[Click here to read the strategies and steps involved in creating and maintaining an organized monthly budget system!](#)

**COMING SOON!**

**AUGUST**

**BACK TO SCHOOL  
FOR MOST  
STUDENTS**

**THE WARMEST  
MONTH OF THE  
YEAR**

**SEPTEMBER**

**LABOR DAY  
MONDAY,  
SEPTEMBER 6**

**NATIVE  
AMERICAN DAY  
FRIDAY,  
SEPTEMBER 24**



# Time-Saving Tips, Hacks, and Strategies (continued from page 1)

...obsessing, we will not be able to change!

## 4) People who have a lot to accomplish tend to move a bit faster; follow their footsteps!

The seconds will add up to minutes, and minutes will add up to hours saved each week! If you have a super busy schedule with a lot to do, you are naturally going to move faster. You will not take your time eating, daydreaming, taking a while getting in and out of your car, etc. You are going to move fast to get your tasks and goals accomplished! This is what high-performing people do. The time it takes for us to do 2 things takes them to do 4 things. If you are at a place in your life where you want to take things as easy as possible and ride the gentle wave, you do not need to make changes or save more time. If you are a go-getter - you want to achieve more, do more, inspire more, help more, experience more, and accomplish more, you have to move a little bit faster doing the tiny things in life. Track your time:

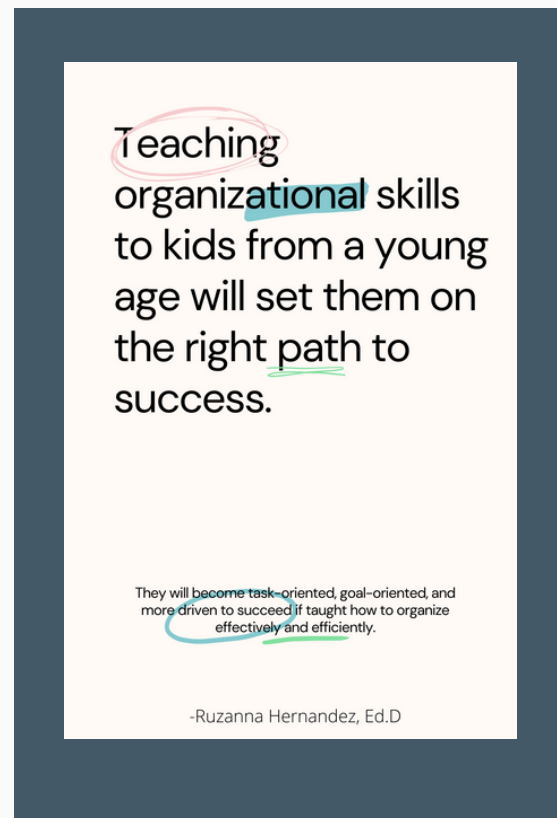
- How long does it take you in the shower?
- How long does it take you to prepare a meal?
- How long does it take you in the bathroom?
- How long does it take you to get in and out of your car when you go to the store?
- How much time does it take you to order food at a restaurant?
- How much time does it take you to eat a slice of pizza?

Again, the seconds add up to minutes and add up to hours! Take it as easy as you can when you are on vacation or when you have some time to rest and unwind. On a normal day, though, push yourself to work a bit faster on everything you do to achieve more.

Take a day off from everything to sit and think about what you really want in life. Imagine yourself at the age of 60 looking back. Are you going to be happy with your accomplishments? If you feel like you need to do more, have faith in yourself, and with a positive mindset, establish 3 to 5 things you want to start doing. They can be:

- Hiking once a week
- Writing and journaling
- Volunteering
- Losing weight
- Starting a side business
- Remodeling a room in the house
- Growing a garden
- Learning to play a musical instrument
- Traveling out of the country once a year

We know there are things we want to do but we don't do because we tell ourselves we are not capable, we are not deserving of them, and we do not have time. We have to change our mindsets and believe in our capabilities and worthiness. We also have to SAVE TIME when and where we can to spend it on things that matter most - our goals and dreams!



Teaching organizational skills to kids from a young age will set them on the right path to success.

They will become task-oriented, goal-oriented, and more driven to succeed if taught how to organize effectively and efficiently.

-Ruzanna Hernandez, Ed.D



How NEW SMALL BUSINESS OWNERS can DO THEIR OWN BOOKKEEPING to keep costs down as they try to grow

[Click here to watch the video.](#)



# 16 Things You Can Do This Week to Become More Organized

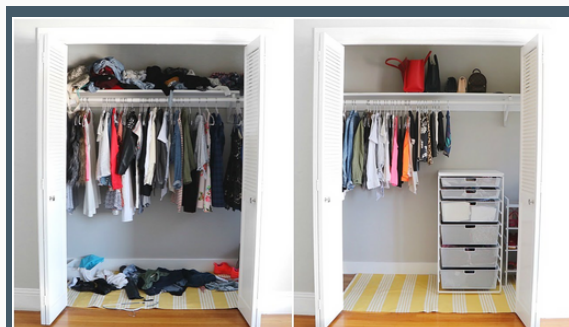


Here are 16 things you can do immediately to become more organized this month. Choose 5 and get them done! To be featured on Efficiency and Organization's social media or next month's newsletter, take a picture of you organizing and send it via email to: [ruzanna@efficiencyandorganization.com](mailto:ruzanna@efficiencyandorganization.com).

- 1) Delete all emails except maybe a small handful from your inbox. If you cannot delete certain emails, store them in subfolders.
- 2) Organize your desk drawers and declutter them.
- 3) Organize and declutter your shoe/coat closet.
- 4) Organize and declutter your pantry.
- 5) Clean out your purse or wallet, nicely organizing what you must keep, getting rid of everything else.
- 6) Organize and declutter one section of your patio, garage, or balcony.
- 7) Clear out the top of your desk so you can actually see desk space, decluttering the paperwork and documents everywhere.
- 8) Clean and organize a section of your kitchen cabinets.
- 9) Create a monthly budget for this coming month.
- 10) Create neat folders for all important documents in your drawers, including ones for taxes, important bills, certificates, etc.
- 11) Write a meal plan for this week to follow. Then, write a menu of things you need to purchase from the grocery store specifically for those meals.
- 12) Put 25 to 50 items you have not used in the past year together in a pile to take to a donation center this week.
- 13) Start putting money aside for Christmas shopping - either set up an automated system with the bank or decide how much you are going to put toward your Christmas budget as of this week.
- 14) Remove books from one of your bookshelves, wipe each one, wipe the shelves, then put them back neatly in order.
- 15) Get rid of all bills, newspapers, and piles of papers that are not important to keep and are more than a year old to declutter.
- 16) Clean out your car completely - throw away junk, organize glove compartment, get it washed, etc.



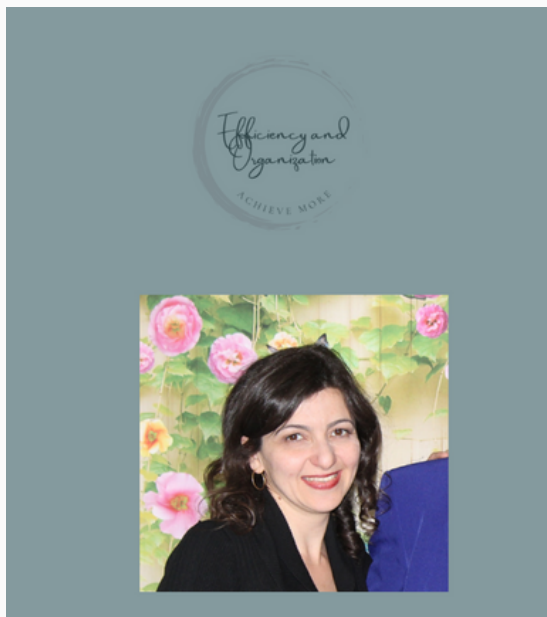
**You can learn to become more organized, planned, & systematic in every aspect of your life to do more, see more, and achieve more!**



# Latest Downloadables

click on each and scroll down to get the downloadable items

- 10 Examples of Long-Term SMART Goals
- Specific Ways to Become More Mentally Organized
- 25 Strategies to Find More Time During the Day
- Ideas for Building Relationships When You Are a Small Business Owner or Independent Contractor



**LIVING WITH  
PURPOSE | Step-  
by-Step,  
Organized  
Strategies to Live  
with Purpose and  
ACHIEVE MORE**

Click  
here to  
watch  
this  
video.

**Videos are  
now available  
on  
Youtube.com.**

Please search for Ruzanna Hernandez and subscribe to the channel. New videos are being posted every Saturday at 6 pm.



How to **GET  
MORE  
INTERVIEWS**  
from Job  
Applications |  
Ideas and  
Strategies to  
**INCREASE  
YOUR  
CHANCES**