

NEWSLETTER



Save Time and Money Each Week on Food: Article for Busy People

Most people have such busy schedules that saving time and saving money is a great necessity! One of the best ways to save both time and money is by planning meals, especially dinner. By planning ahead of time what meals you are going to cook each day of the week, you can go to the grocery store buying only the items you need, which will help you save money. You will end up purchasing items you only need and nothing extra. You'll save time in the grocery store by going after only the items you need and then leaving. If you plan ahead, you'll eat from outside restaurants far less often which will help you live a more healthy life. Saving time, and money, avoiding wasting food, and eating healthy, are all benefits of planning meals! Meal planning also helps to reduce stress by not worrying about what to make last minute.

Instead of going through cookbooks each weekend to come up with meal ideas, use a list of meals that you typically make on an Excel sheet or a Word document. It will be faster to have a list to choose from if time is of the essence. During vacations and holidays, you will have more time to go online and look for recipes that interest you to try. For weekly planning, however, it's best to use a "go-to" list to pick 5 to 7 items quickly.



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List of Meals (cont'd)

To save time and money, follow this step-by-step process:

1) Open a Word document or an Excel sheet to write down as many meals you know how to make in a list.

Making a list can help you make quicker decisions over the weekends on what you are going to make. You just have to choose from the list rather than searching through tons of recipes online or in cookbooks. The list will help you stay organized and efficient with time management. If it is easier, download 90 Meals for 90 Days from efficiencyandorganization.com! There are lots of ideas for foods you can make with hyperlinks that lead you directly to recipes and videos!



2) Use the hyperlink feature so that when you click on an item on the list, a recipe can open either on a webpage or in video format.

Let's say you want to make a meal using red snapper as the main ingredient. If you already have a famous recipe, great! If you do not, you can hyperlink to a recipe you have found on Pinterest, Youtube, or Google. The [document 90 Meals for 90 Days](#) already has the hyperlinks for you. You can change them or keep them as they are.



3) Over the weekend, decide upon 5 to 7 meals you are going to cook that week.

Write the list down on a list or using your telephone. This will help you stay organized and save time. When you make the list over the weekend you have time to plan in advance. Using the list and sticking to it will help you meet your health goals, and save you a lot of stress by letting you have more control over what you are going to prepare to eat.

[CLICK HERE TO READ THE REMAINING ARTICLE WITH STRATEGIES AND IDEAS.](#)



COMING SOON!

**AUGUST &
SEPTEMBER**

**LABOR DAY
SEPTEMBER 5**

**FIGHT
PROCRASTINATION
DAY
SEPTEMBER 6**

**PATRIOT DAY
SEPTEMBER 11**

**HISPANIC
HERITAGE MONTH
BEGINS
SEPTEMBER 15**

**FIRST DAY OF
AUTUMN
SEPTEMBER 22**

**ROSH HASHANAH
SEPTEMBER 25**



7-STEP PROCESS FOR LIVING BY YOUR CORE VALUES AND BELIEFS

Nowadays, we get bombarded so much by outside forces that we simply do not know what is truly meaningful to us at our core. We have lost sight of it. We live based on what society or the media tell us is important, not what we, at our core, think is necessary. The benefits of living purposefully and intentionally based on core values and beliefs include:

- Being happier in life
- Feeling a sense of achievement and accomplishment
- Making better decisions
- Greater self-awareness
- Increased self-confidence
- Having stronger self-awareness
- Having less self-doubt
- Improving mental well-being
- Being more optimistic
- Being more authentic
- Having priorities straight
- Pursuing more meaningful goals
- Reduced stress
- Healthier habits
- Making better choices in life

How do you identify your core values and beliefs? Here are some specific step-by-step ways to systematically and efficiently identify your core values and beliefs to live a more purposeful life.



Step 1: Search online for a list of values.

Here are some helpful sites that list values to choose from:

- How To Identify Your Core Values to Live Your Best Life
- Dare to Lead List of Values
- The Ultimate List of Personal Values

Step 2: Circle or highlight all the values and beliefs you print or look at online that resonate most with you.

What are some items you see on the list that you think are important to you? Is altruism important to you? Is adventure important to you? What about recognition? This process might take you a while. Take time and consider which of the values and beliefs resonate with you the most and circle them.



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Latest Videos

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



[Click here to watch video](#)

HOW TO USE MICROSOFT EXCEL IN PERSONAL LIFE TO STAY ORGANIZED AND BECOME MORE EFFICIENT | 10 IDEAS



[Click here to watch video](#)

Core Values (cont'd)

Step 3: Work only with the words you have circled or highlighted in step 2 to reduce to your top 10 or so values and beliefs.

There is no set number but 10, at the most, is plenty. Some of the values and beliefs are intertwined and can be combined so it will not take too long to boil down the list to just a few items. You can use index cards or post-it notes if it's easier to do this process.



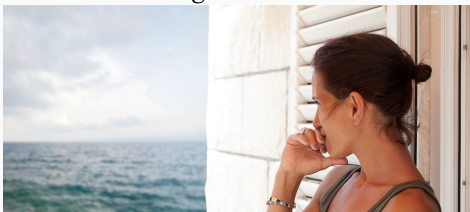
Step 4: Put the list of values and beliefs in order with the first being the most important to the last being the least important.

For example, if life stability is most important to you in comparison to the other values and beliefs, put that on top of the pile. In this step, it helps to use index cards or other cards to help visually place the order together.



Step 5: Use Microsoft Word, Excel, a journal, or a vision board to write down the order of your 5 prioritized values and beliefs.

This step allows you to have a visual representation of your core values because, in the next step, you are going to write action plans that go with each of the names of the categories.

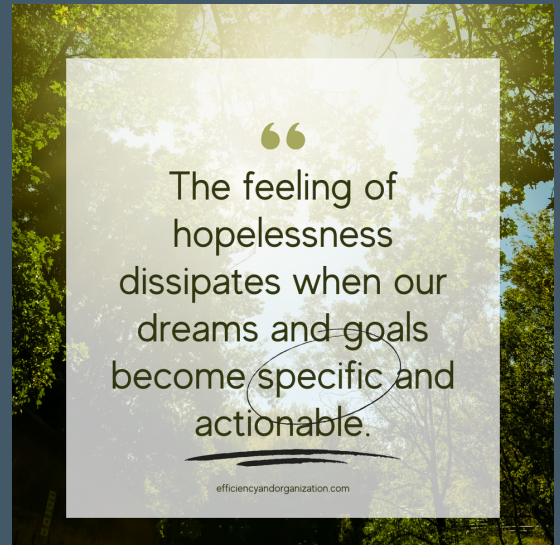


Step 6: For the top 5 categories, write down a goal and some action plans you are going to take.

The action plans are very specific ways that the overarching goals can be reached - goals that are set based on your core values and beliefs.

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

Click on each of the images to download or to read an article related to the topic.



How to Save More Than \$1,000 Per Year



Financial Goal:

I will save \$1,000 in my savings account in 12 months.

Here is how (action plans):

1. Save \$50 per year on insurance costs
2. Save \$5 per month on phone bill
3. Save \$60 per year by doing own car washes.
4. Save \$8 per month on subscriptions
5. Reduce clothing and shoe budget by \$200 per year
6. Save \$30 per month on food costs
7. Save \$10 per month on cable or streaming services
8. Save \$10 per month on household good expenses
9. Cut \$8 per month on discretionary spending
10. Save \$10 per month on coffee and other specialty drinks from shops and cafes
11. Cut \$100 per year on alcoholic beverages.
12. Wear glasses instead of contacts
13. Save \$60 per year on book purchases - borrow from library instead
14. Plan gift-giving in advance, set a budget, and reduce it by \$100 per year

15. Reduce credit card interest fees by \$15 per month

16. Save \$5 per month on utility bills

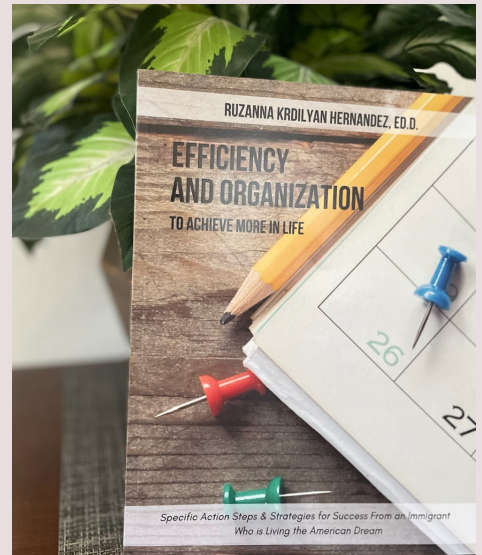
17. Cut \$100 per year on entertainment costs



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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: [HOW TO BE PERSUASIVE IN A LEADERSHIP ROLE TO ACHIEVE GOALS](#)

7 Strategies for Success

TO PERSUADE PEOPLE TO BELIEVE IN AND WANT TO ACHIEVE COMMON GOALS

1 Believe in your vision or goal, first, before you persuade others to believe in it and buy into it.



2 Help your teams visualize what a successful end result will look like.



3 Have clear action plans and steps to turn the goal into reality.



4 Share the data and success stories along the way.



5 Show enthusiasm.



6 Be repetitive with your messaging.



7 Celebrate successes and learn from failures.



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[Click here to read.](#)

Ideas for Chores Kids Can Do Around the House

and Learn Organizational Skills!

Putting away toys

Folding and putting away clothes after laundry.

Helping with food preparation for lunch or dinner

Throwing out the trash

Wiping counters in the bathrooms and kitchen

Feed the pets

Cutting weeds in the front or back yards

Organizing the shoes in the closets

Wiping leaves of fake plants

Removing books from bookshelves, wiping them one by one, then putting them back

Wipe the mirrors in bedrooms

Pouring toilet bowl cleaner in the bowls and wiping with scrubs

Helping prepare breakfast and lunch to take to school

Wiping the doorknobs with a disinfectant

Moving clothes from the laundry to the dryer

Putting away groceries after making a trip back from the store

Using dusting spray on electronics

Brushing the pet's hair