

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



How to Organize Your Office at Work as a Leader

Your desk and your office compose your central station as a leader. This is the one place where people meet you for various reasons, including difficult conversations, evaluations, planning meetings, sales-related talks, and so much more! How you set up your office can help you with your efficiency, productivity, and the overall feeling people get when coming over to see you.



21 Practical and Helpful Tips for Organizing the Office as a Leader

Here are some tips and suggestions for organizing your office space as a leader. Use 1 to 3 of these ideas to put in place to enjoy the rewards and benefits that come with having productive and well-managed spaces.



1) Position your desk where you can keep yourself from being easily distracted.



2) Distracting wallpaper, photos, and paintings should be removed from the area.

3) Keep drawers and cabinets locked, especially at the end of the day.



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How to Organize Your Office as a Leader (Cont'd)

- 4) Have some plants or greenery around for a calming effect.
- 5) Have plenty of chairs for visitors.
- 6) Keep memorabilia or little gifts and mementos to a minimum to avoid clutter.
- 7) Have a system for following up when needed.
- 8) Have a system for following through on tasks.
- 9) Get rid of trash and unnecessary items to prevent clutter.
- 10) The email inbox should have just a few items that are current and not yet completed.
- 11) Supplies, such as copier paper, boxes of highlighters, etc., should be kept inside neat and organized drawers or cabinets.
- 12) Keep the top of the desk free and clear of stacks and trash.

[CLICK HERE TO READ THE ENTIRE ARTICLE IN MORE DETAIL WITH ALL 21 TIPS!](#)



COMING SOON!

July

**SUMMER OLYMPICS
BEGIN**

**JULY 1
CANADA DAY**

**JULY 4
INDEPENDENCE DAY (US)**

August

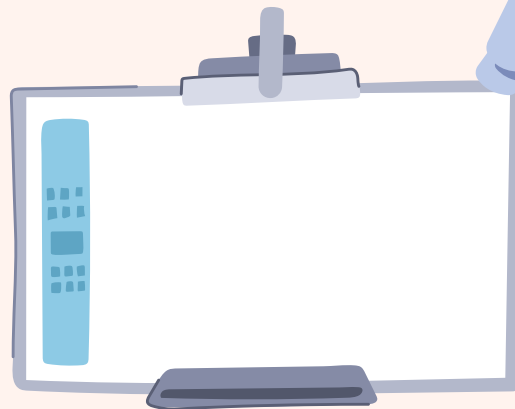
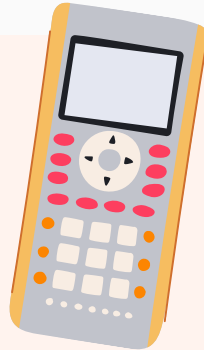
**BACK TO SCHOOL FOR
MOST STUDENTS AND
TEACHERS**

**SETTING GOALS FOR THE
FALL SEASON**

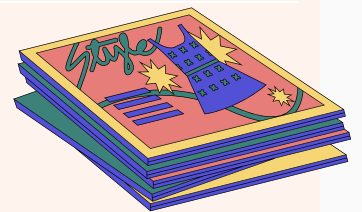
**STARTING TO PREPARE
FOR THE FALL SEASON**

30 Useful and Practical Gift Ideas for Someone In Your Life Who Is Going to College Soon

- 1) Motivational and Self-Help Books
- 2) Backpack
- 3) Reusable Water Bottle
- 4) Desk Organizer
- 5) Chair Backrest
- 6) Notebooks, Notepads, Pens, Pencils
- 7) Emergency First-Aid Kit
- 8) Graphing Calculator
- 9) Sweatshirt from the College Student Store
- 10) Gift Card from the College Student Store
- 11) Small Copier/Scanner
- 12) Motivational Wall Art
- 13) Small whiteboard for the wall
- 14) Wall Calendar (whiteboard)
- 15) Corkboard for a Vision Board
- 16) Subscription to a Magazine



[Please click here to download pdf version of this document.](#)



[CLICK HERE TO READ THE ENTIRE ARTICLE WITH HELPFUL LINKS TO THESE ITEMS, PLUS ALL 30 IDEAS.](#)



Helpful Downloadable Documents and Templates

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

Daily Self-Reflection Question Template

Questions for DAILY Self-Reflection

Question 1: _____

Question 2: _____

Question 3: _____

Word of the Day: _____

Quote of the Day: _____

Efficiency and Organization

Checklist to Use for Any Project or Plan

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

PROJECT: _____

To-Do List	Deadline or priority
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

I got this!!!

Efficiency and Organization

Customer Service Checklist

to Use as File Covers

File Checklist for Customer Service

Name of Client/Customer: _____

Today's Date	Task/Activity/Follow-Up Needed	Due By

Efficiency and Organization

Parent Expectations for Children's Behavior

a set of expectations to communicate with kids for proper behavior

PARENTAL EXPECTATIONS FOR BEHAVIOR

for: _____

I expect my child to behave like these examples.

Behavior Expectations:

- No loud or obnoxious and to others your age
- Get ready As in your classes
- Do not get involved in gossip or drama
- Help around the house when asked
- Do not raise your voice at family members
- Eat healthy foods and exercise
- Keep rooms orderly and neat
- Only play on Xbox for 2 to 3 hours each day (except weekends)
- Use screen only for short periods of time
- Follow parents' directions without an argument

Consequences for meeting expectations:

- Get an allowance
- Get rewards

Consequences for not meeting expectations:

- Phone gets taken away
- Xbox gets taken away

Efficiency and Organization

How to Regulate Emotion and Stress as a Leader

Leaders must find ways to cope with their own stress and well-being. High levels of stress can negatively impact mental and physical health, productivity, attitude, and emotional well-being. Other areas of life are also affected, such as sleep deprivation, mood swings, and social isolation. Finding ways to cope and deal with the pressures is one of the most essential things a person in a leadership position can do.



Use as many of these tips and strategies daily to equip yourself with the tools and techniques necessary to handle stress as a leader. Print and post the strategies to refer to frequently when the workload becomes too challenging.



1) Deep breathing exercises

2) Knowing yourself/identifying what you are feeling to be self-aware with how you respond and tackle situations

3) Making lists to set priorities throughout the day to tackle the most important things

4) Stepping away from the situation

Get away from a challenging situation by going to a private room, like a restroom, then breathing in and breathing out. Tell yourself you will be okay and that this too, shall pass. Talk yourself up; motivate yourself and get back out there again. Take as much time as you need to collect yourself.

5) Getting enough rest

6) Having a well-balanced diet

What you eat makes a difference upon your overall health and well-being. Some foods are better for our metabolism than others. You may not feel the immediate effects but a healthy diet is one of the keys to your overall mental and physical well-being.

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How to Regulate Emotion and Stress as a Leader (Cont'd)

7) Meditating frequently

8) Practicing mindfulness outside of work

Stress can affect your mind, body, mood, and energy. Practice mindfulness when you know you are going through a stressful situation. Research ways and techniques to practice mindfulness. Strategies include making genuine connections, self-compassion, and mindful movements like yoga (University of Washington, 2024).

9) Self-care

Self-care is essential in any stressful profession where one deals with others, such as teaching, law enforcement, health care, etc. You must care for yourself in ways that help you. You may like Sunday morning walks, getting manicures, reading by a fireplace, or sitting on the balcony. Whatever ways you can practice self-care will help you care for yourself first before caring for others.

10) Mini vacations and getaways to relax the mind and body

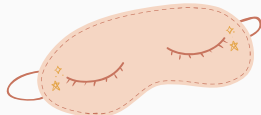
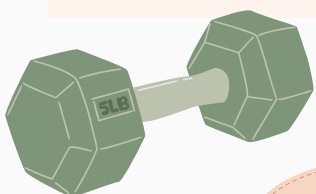
11) Having a great support system

12) Journaling

13) Exercising regularly

Just like a healthy diet, regular exercise will not calm your nerves and make you destress immediately. However, doing it as a routine will help your overall mental and physical well-being. In turn, you'll be able to make decisions quickly and effectively. You'll be more energetic and positive throughout the day.

[**CLICK HERE TO READ THE ENTIRE ARTICLE WITH ALL 15 TIPS!**](#)



How to Improve Customer Service In the Workplace

EMPOWER YOUR STAFF AND YOURSELF WITH SOME OF THESE PRACTICAL CUSTOMER SERVICE SKILLS, WHICH WILL HELP KEEP THOSE YOU SERVE HAPPY AND CONTENT. GREAT CUSTOMER SERVICE ENABLES YOU TO RETAIN AND BRING IN NEW CLIENTS AND BOOSTS EMPLOYEE MORALE AND CONFIDENCE!

13 WAYS TO IMPROVE CUSTOMER SERVICE AT WORK

1) BE MINDFUL OF YOUR TONE WHEN YOU TALK TO CUSTOMERS.

Whatever difficulty you may be enduring, remember that clients and customers have no knowledge of the negative feelings and thoughts, nor are you responsible for what you are enduring. You cannot take your anger, frustration, stress, and worry out on them. Tell yourself this every day, sometimes several times a day, "I am not doing well today; therefore, I will make sure everyone I interact with feels the exact opposite of what I am feeling. I will help them have a great day so they don't feel what I am feeling inside." Your tone and demeanor matter! Make it a point to be extra kind, respectful, and helpful to people during those difficult days so they can feel valued as customers and clients.

2) BE MINDFUL OF YOUR FACIAL EXPRESSIONS AND EYE MOVEMENTS WHEN SPEAKING WITH SOMEONE FACE-TO-FACE.

3) HAVE A SYSTEM FOR FOLLOWING THROUGH ON TASKS.

Following through is about keeping promises to yourself and others: doing what you say you will do in a timely manner. For example, if you tell someone, "I'll call you within the next 15 minutes," you need to call within 15 minutes. If you tell someone, "I'll have that done by the end of the day today," you have to have it done before the end of the day.

4) HAVE A SYSTEM FOR FOLLOWING UP ON TASKS.

5) BE PATIENT.

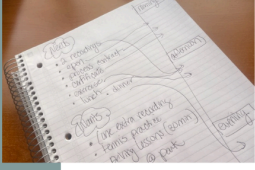

6) SPEAK CLEARLY.

When communicating, speak as clearly as possible for the person to understand. Be confident, familiar, and professional. Refrain from eating or doing other things while talking to a person to help them feel that they are the most important person at that moment.

[CLICK HERE TO READ THE ENTIRE ARTICLE WITH VERY HELPFUL TIPS.](#)

Latest Videos

Click on each image to be directed to the video.



ORGANIZE THE DAY

(Real Life Example)



25 TIME MANAGEMENT TIPS

actionable goals



How to Have a **DECLUTTERED** and Organized **DESKTOP** on Your Computer

(and why it's important)



How to Do a Time Audit

(5 Strategies for Saving Time)



Recommended Books

Click on each to be directed to Amazon to purchase each book.

