

Efficiency and Organization

June 2021

MONTHLY RESOURCE GUIDE-NEWSLETTER



Step-by-Step, Organized Guide on How to Live with Purpose

Questions

- Have you ever heard the phrase “live with purpose” and not quite understood what it meant to you as an individual?
- Do you want to live with purpose but not sure what that means?
- Do you feel like you have many purposes in life and do not know how to organize or prioritize what you want to do?
- Are you feeling like something is missing in your life, or that you are not getting the fulfillment that you need?

If these questions intrigue you, keep reading!

What Does Living with Purpose Mean?

“Live with Purpose” is a slogan used by colleges, universities, life coaches, educators, clergy members, and the elderly who have life experiences. Here is what living with purpose means:

- Being clear about own’s values and beliefs
- Making decisions in life-based on values and beliefs
- Truly knowing what is important to oneself and not wavering
- Having clear desires for living or goals in life that reflect own’s values and beliefs
- Having a clear path or plan in life to reflect one’s true inner-self



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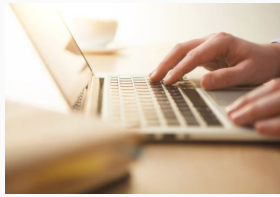
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How to Study in a Crowded Place | Strategies, Tips, Techniques



Questions

- Are you a student living in a noisy or crowded house?
- Do you try to squeeze in study time but everywhere you go, it seems there is lots of noise present?
- Are you a student living in a crowded home where it is difficult to concentrate?

If you answered “Yes” to any of these questions, this article and the strategies could help you study in a crowded place. It is challenging, but it is possible to make it happen successfully and achieve academically!

1. Pick 3 to 5 places where you can network each month to establish consistency. Write the days and times during the month when you will do the networking activity to make it an actionable task.
2. Be patient - some conversations just leave an impression but do not actually become more than that until much later. Make it a point to talk to 1 new person each week wherever you go.
3. Pick 1 to 3 business networking events each month depending on how much you can spend on membership fees and how much time you must actually attend. Write each of the events you are willing to attend in your planner to make it an actionable task.

The Problem

Private, comfortable, and noise-free study areas are amenities and luxuries many students cannot afford. Some students live in a dormitory where noise is ample and distracting. Other students live in a single-family home where multiple families reside due to a lack of financial resources. There simply isn't enough square footage to afford everyone his or her private, comfortable, noise-free space to study. Even an overcrowded school or classroom can distract students and make it difficult to focus and concentrate.

The Solution

There are 15 strategies and tips for students who primarily reside under crowded conditions. [Please click here to read the entire article.](#)

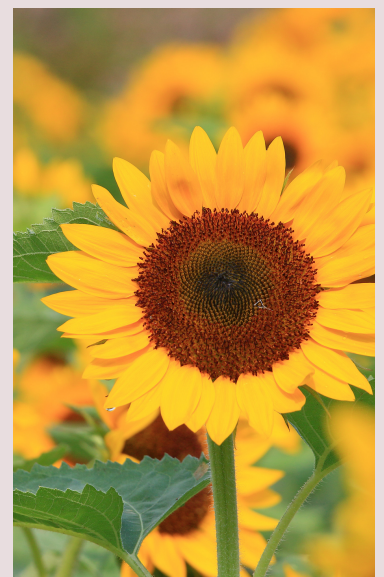


COMING SOON!

**JULY 1ST
CANADA DAY**

**JULY 4TH
INDEPENDENCE
DAY-U.S.**

**JULY 30TH
INTERNATIONAL
DAY OF
FRIENDSHIP**



Step-by-Step, Organized Guide on How to Live with Purpose (continued from page 1)

Why Is It Important to Live with Purpose?

People who live purposefully are generally:

- Happier
- Less stressed
- Nicer to others
- Easy and pleasant to be around
- Kinder
- Confident
- Well-planned
- Prioritized
- Grateful

People who do not live purposefully have the opposite characteristics and attitudes.

If you feel like you want a change, live with purpose, discover your true calling in life, and try some of these strategies! These 14 tips and strategies are part of a step-by-step guide to help you live with more purpose. Before you read these strategies and consider them seriously, have a writing instrument and some paper handy!

Step-by-Step Organized Guide to Follow to Live with Purpose

1. If you are having a hard time deciding what your values and beliefs are, write down 10 things that make you happy on a piece of paper. You can also look at a website called <https://jamesclear.com/core-values>. There are 50 common values listed. Circle all the ones that are meaningful to you. Then, bring the list down to only 10.

2. Consider everything you do during the day that takes you more than 30 minutes to complete. Are those activities aligned with your values? For example, do you spend more than 45 minutes commuting to work? If so, it is okay if your job is something that helps you live with purpose. If not, it's time for a change!

3. Think back on your childhood. What types of activities gave you the most pleasure? Did you like playing with other kids or by yourself? Did you like putting things together or taking things apart? Did you like cleaning, organizing, tidying up, or did you like making a mess? Thinking about the past may help you figure out what your true values and beliefs are in life.



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

[Please click here to read the entire article with 14 strategies.](#)

What expenses do you track if you are a small business owner, entrepreneur, or independent contractor for your taxes?



Questions

Some of the most asked questions I get, having done taxes since 2003 and having my own small businesses, are:

- How do I track expenses?
- What expenses can I write off?
- Do I track weekly or monthly?

I can tell you what I do to stay organized, well-managed, and efficient with my expense tracking processes:

1) I have a folder where I keep my expenses for each business all month long. I print ALL receipts because they serve as proof of my payments, in case I ever get audited.

2) Once a month, usually on the 1st of each month, I take out that folder and start entering totals in an Excel sheet I have created with various categories. A copy of that Excel sheet is available at efficiencyandorganization.com. [Click here for the link.](#)

3) Every business is a little different so what one can "write off" the other cannot. For example, my husband was a contractor in the past and he could write off things like paint, hats, and tennis shoes that he wore specifically in the course of his business. For my Efficiency and Organization business, I write off the website costs, membership dues, conference fees, telephone charges, and more.

4) I use a business account for all business transactions to not comingle personal with business expenses.

5) After I enter all expenses into my Excel sheet, including the income from various sources I receive, I put a clip on that month's expenses and keep them as proof (in case the IRS audits me). I keep them with a copy of my business bank statement.

6) Usually when I do my taxes around February or March the following year, I put all my receipts accumulated each month into 1 big envelope, label it, and save it for 7 years. I use the Excel sheet that has the year-to-date expenses and income totals to file my taxes.



If you have a strong purpose in life, you don't have to be pushed. your passion will drive you there.

–Roy T. Bennett

WHAT EXPENSES TO TRACK ALL YEAR LONG (IF YOU ARE A BUSINESS OWNER)

Business gifts & promotions	Membership Fees
Insurance Expenses	Office supply expenses
Transportation Expenses	Software Programs
Bank Service Charges	Internet Costs
Postage & Mailing Costs	Telephone Charges
Business Meals & Entertainment	Some or All Utility Bills
Donations	Continuing Education Costs
Advertising Costs	Business Travel Expense
Portion of alarm system fees if home business	Travel costs only related to business

[Click here to download.](#)

Latest Downloadables

click on each and scroll down to get the downloadable items

- [10 Last-Minute Ideas for Celebrating Father's Day on a Budget](#)
- [10-Step Process to Spruce up and Redecorate a Patio, Balcony, or Backyard on a Budget](#)
- [Plan and Organize an End-of-Quarantine Party This Summer!](#)



How to **SAVE TIME** | Make Time to Do Things You Want to Do in Your Life by Using These Techniques!

[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**