

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



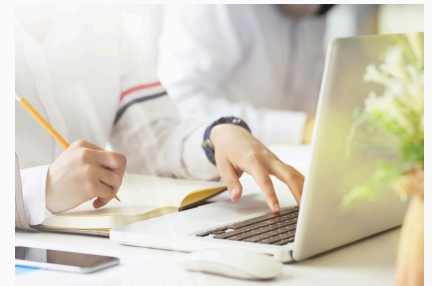
10 Time Management SMART Goals

Select one, two, or three of these SMART goals to develop effective time management skills. Remember to write down the ones you choose and monitor your progress weekly.

1) I will wake up 45 minutes to 1 hour early each day and use that time to study and complete assignments.



2) Before I go to bed each night, I will write down 3 to 5 things I need to accomplish the following day and focus on those priorities first and foremost.



3) I will put away from phone and keep away other distractions to finish a task on time.

4) I will set small deadlines for myself throughout the day for projects.



5) I will use my "wait times" effectively by studying flashcards, reading, or reviewing upcoming assignments in my planner.

6) I will limit the social conversations and social media scrolling to focus on getting tasks completed.



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10 Time Management SMART Goals (Cont'd)

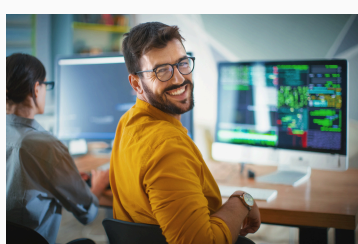
7) I will organize my desk and backpack to find supplies quickly and easily (and not waste time searching for lost items).

8) I will stop overthinking, overanalyzing, and complaining that take up too much time and instead focus on tasks I need to accomplish.

9) I will hang my clothes in the closet as outfits so as not to waste too much time picking and choosing in the morning.

10) I will make checklists and play a game with myself to see how many items I can cross off that list each day!

Select one, two, or three of these SMART goals to develop effective time management skills. Remember to write down the ones you choose and monitor your progress weekly.



COMING SOON!

June

PRIDE MONTH

**JUNE 16
FATHER'S DAY**

**JUNE 19
JUNETEENTH**

July

**SUMMER OLYMPICS
BEGIN**

**JULY 1
CANADA DAY**

**JULY 4
INDEPENDENCE
DAY (US)**

15 Daily Reflection Questions to Ask for Self-improvement

- 1) Did I do one thing today that helped me achieve my short-term goals? If so, what was it?
- 2) What is one thing I am going to do this week to help me achieve my long-term goals? If so, what is it?
- 3) What was one thing I did today that was memorable?
- 4) What was one thing I did today that I was proud of?
- 5) What was one thing that I would want to do differently tomorrow to be a better person?
- 6) What was one thing that happened today that I could do differently next time if the same situation occurred?
- 7) What is one thing you are going to do to stay motivated and engaged tomorrow?
- 8) What do you want your word of the day to be tomorrow?
- 9) Was there one thing that made you get stressed out? How did you deal with it, and what should you do differently next time?
- 10) What was one of your qualities that shined brightly today?
- 11) If there was something that you regretted about the day, what can you do to make up for it tomorrow?

[CLICK HERE TO SEE THE FULL ARTICLE WITH ALL 15 EXAMPLES.](#)



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"/>	_____

I got this!!!

Efficiency and Organization

"To-Do" List Template

to have a productive day ahead

To-Do List
Day: March 24

Priority	Task	Time	Done

Efficiency and Organization

Inspirational desk decor for high school or college grad

Empowered women are planned, prepared, and determined to succeed!

@efficiencyandorganization

Efficiency and Organization

27 Examples of Goals for My Child

Here are examples of SMART goals for kids. Some examples are for the long term, while others will take less than a year to reach (short-term). Help your kids choose no more than 3 goals to work on at one time to avoid feeling overwhelmed. These SMART goals are written as "I will statements" to help kids hold themselves accountable for following through with them. Each one is specific and time-bound. Monitor the goals weekly to help keep them at the forefront of their thoughts and stay on course!



- 1) I will learn to prepare 5 meals in the next 2 months.
- 2) Every week, I will spend 1 hour tidying up and decluttering my room for the next 12 months.
- 3) I will have all my school assignments turned in on time for the rest of the school year.
- 4) I will finish all my homework and assignments before playing games or other leisure activities.
- 5) I will play video games for only 1 hour daily for 12 months.
- 6) I will read at least 1 book monthly for the next 2 years.
- 7) I will earn As and Bs only on my report card for the entire school year.
- 8) I will go on social media for only 1 hour daily.
- 9) For the next 3 months, I will keep a daily planner and calendar for all my upcoming activities and tasks.
- 10) I will increase my typing speed by 20 words per minute within 3 months.
- 11) I will do 3 weekly activities for 2 months to improve my handwriting.

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Goals for My Child (Cont'd)

- 1) I will learn to prepare 5 meals in the next 2 months.
- 12) I will build a brand new Lego set in 3 months.
- 13) This year, I will write 5 letters or thank you cards to mail.
- 14) This year, I will save \$50 to send to a charity of my choice.
- 15) Each month, I will learn the definition of 5 new vocabulary words and use them in sentences.
- 16) I will learn 5 new computer or software skills in the next 5 months.
- 17) I will join a sport this year and participate at least twice a week.
- 18) This year, I will take a coding class and attend at least twice a week.
- 19) I will learn to play a musical instrument within the next 9 months.
- 20) I will set up to three 5-year goals in the next 2 months and make a vision board.

[CLICK HERE TO GET ALL 27 EXAMPLES.](#)

Use the form below as a template if it helps by downloading it from [Efficiency and Organization](#). Click [HERE](#) to access it or directly on the image.

My Goal #1

Goal 1: _____

My Specific Strategies and Action Plans:

How often will I stop and monitor my progress?

How will I celebrate when I accomplish or achieve the goal?

Recommended Items to Purchase from Amazon.com

Click on the titles or images to be directed to Amazon.com for these items that can help you become more efficient, organized, and well-planned in everyday life.

Desk Organizer



Wire and Cable Organizer



Pencil and Pen Pouch



Kitchen Cabinet Organizer



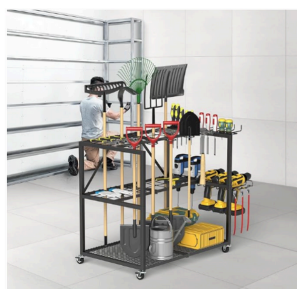
Pantry Organizing Kit



Fruit Organizing Basket



Garden Tool Organizer



Bathroom Towel Storage Rack



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Waiting In Line...
Helpful Tips for Being Productive While You're Stuck Waiting



25 TIME MANAGEMENT TIPS
actionable goals



HOW TO DECLUTTER, ORGANIZE, AND BE PRODUCTIVE
Tips and Ideas #76-80



HOW TO INCREASE SELF-DISCIPLINE
(7 strategies)



Recommended Books

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

