

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



45+ Spring Cleaning and Decluttering Tips

1) Get all the cleaning supplies you'll need for the project. Get your equipment ready, also!

2) Have a daily written plan (or list) of what you will clean.

Before you begin the project each day, have a goal with a plan. Is your plan to clean the entire bedroom or some of it? Is your plan to focus on just the tub and toilet? Is your plan to focus on the walls? Write a list of just 1 to 3 things you want to do, then get started. Make the cleaning project a game! If you accomplish everything you set out to do in your daily plan, give yourself a small celebration.

3) Use a checklist for each room to ensure you don't forget anything.

Check off tasks one by one as you complete them. [Download this daily checklist](#) to help you get started with your Spring cleaning project. Click [HERE](#) to view the checklist or create your own.

4) Start with one corner of the home and work from there, step-by-step.

5) Get your music playlist ready to enjoy some music while you clean!



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Spring Cleaning and Decluttering Tips (cont'd)

- 6) Empty out the rooms to clean walls and floors.
- 7) Clean the windows inside and out.
- 8) Remove or clean the window coverings. These may include curtains, shades, or blinds. You may need to remove them to wash and then put back.
- 9) Write a list of things that need to be repaired or replaced as you clean and reorganize.
- 10) Change fixtures and lightbulbs to give each room a small but significantly noticeable change. Sometimes, doing something simple like changing the bulbs to a bright tone or changing fixtures can give the room a new look and feel. This is an inexpensive way of making small but noticeable changes to the look and feel of the room. You can do some of the following:
 - change the bulbs
 - change lighting
 - change window coverings
 - change outlet covers
 - change lamps
- 11) Get ideas for healthy cleaning products and hacks from online sources.
- 12) Empty out all furniture pieces, wipe, then restock.
- 13) Clean wall coverings (including framed pictures) before replacing them.
- 14) Clean the tile and grout in the kitchen and bathrooms
- 15) Clean any fake trees and plants (ficus) inside your home as decor.

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

COMING SOON!

June

GRADUATION SEASON

JUNETEENTH
JUNE 19

FATHER'S DAY
JUNE 21

SUMMER SOLSTICE
JUNE 21

July

JULY 4
INDEPENDENCE DAY
(US)

FIFA WORLD CUP
FINAL
JULY 21

WORLD AUTISM DAY
APRIL 2

EASTER
APRIL 5

5 Ways to Organize Your Drawers



1) Use dividers.

Dividers create designated boundaries within the space, preventing your items from shifting into a jumbled mess every time you pull the drawer open.

Here are 3 different types of dividers you can check out from Amazon:

- Plastic drawer bins
- Adjustable drawer separators
- Drawer organizer for clothes

2) Store items neatly in categories.

Grouping similar items together ensures you always know exactly where to look. By organizing your drawers into clear categories, you save time and reduce the daily frustration of hunting for misplaced essentials. Here are examples of categories:

Kitchen Drawers

- Spoons (by size)
- Knives
- Forks (by size)
- Cutting boards
- Towels
- Baking items
- Mixing items
- Ladles

Bathroom Drawers

- Soaps
- Towels
- Shaving items
- Combs and brushes
- Toothbrushes and toothpastes

5 WAYS TO ORGANIZE YOUR DRAWERS (CONT'D)

3) Put things back exactly where you found them in each drawer after use. The real key to long-term organization is the return trip. Taking just two seconds to put an item back in its proper home prevents the clutter from slowly creeping back in.

4) Use labels.

Labels take the guesswork out of maintaining your beautifully organized space. Not only do they remind you where things belong, but they also serve as a polite visual cue for family members or roommates to do the same.

Here are 3 examples of labels you can check out on Amazon:

- **Drawer or shelf label**
- **Magnetic labels**
- **Self-adhesive labels**

5) Throw out (or donate) what is not being used.

You can't organize your way out of having too much stuff. Before you start arranging, clear the decks by donating or tossing what no longer serves you—less clutter means less to manage.



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Helpful Videos

Click on each image to be directed.

Making a Simple, Digital VISION BOARD to Stay on Top of Priorities and Goals



Work really hard in order to...
2026
vision Board

How to MAKE EACH DAY COUNT

3 simple, practical daily strategies



Efficiency and Organization
ACHIEVE MORE

What TYPES OF DOCUMENTS You Should SAVE and for HOW LONG



Efficiency and Organization
ACHIEVE MORE

Spending More TIME WITH THE FAMILY by Planning and Scheduling



Efficiency and Organization
ACHIEVE MORE

Helpful Tips for Planning

Summer SMART GOAL IDEAS

1. I will visit two local water parks before the end of summer.
2. I will read 3 books for enjoyment and 1 for self-improvement within 3 months.
3. I will have a movie night in my backyard to enjoy with friends or family.
4. I will drive to the local beach or lake and stay long enough to watch the sunset.
5. I will empty out and organize my garage entirely within 2 weeks in the month of June.
6. I will watch an entire season or series of a show.
7. Before summer ends, I will visit a part of the state I have not seen previously.
8. I will visit a relative or old family friend whom I have not seen in years this summer.
9. I will prepare one new meal from scratch once a week.
10. I will work on 3 new jigsaw puzzles to relax and unwind.
11. I will get on the treadmill or run/fast-walk for at least 3 miles daily, 5 days per week.
12. I will develop up to 3 SMART goals for the rest of the year.
13. I will sit on my balcony or patio enjoying music at least once weekly in the evening until the end of the summer months.

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20 SMART GOAL EXAMPLES FOR THE FALL

1. I will read 2 books between September and October this year.
2. I will have my garage completely organized and decluttered in the next 2 months.
3. This Fall, I will decorate my house for both Halloween and Thanksgiving.
4. I will take 1 class at a local community college to improve my skills.
5. I will use my grill to barbecue vegetables every weekend in September and October.
6. I will go apple picking at least once this Fall.
7. I will go hiking twice this Fall.
8. I will plant flower bulbs in my garden to bloom in the Spring.
9. I will save \$250 for each of the 3 Autumn months to put aside for emergencies.
10. I will walk or run 10 miles weekly in September, October, and November.
11. I will visit a farmer's market once a month.
12. This Fall, I will finalize my Christmas shopping list and start shopping.
13. I will tour a winery with some friends.
14. I will take my kids (or nieces and nephews) to an amusement park.
15. I will reorganize my closet before the beginning of October.
16. I will make 5 new foods that I have not made before this Fall season.
17. I will buy a new planner/calendar for the new year and start filling it in with important dates.
18. In the Fall, I will do at least one weekly self-care activity.
19. I will attend one local school's Fall season game taking place (football, water polo, volleyball, etc.)
20. I will make a vision board for my top 3 long-term-five-year goals.

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How to Declutter Your Room

According to Princeton's Neuroscience Institute, too many things in a small space create too much visual stimuli, making it difficult for your brain to focus and process information properly. Here are the many benefits of decluttering:

- More space
- More clarity
- Less anxiety
- Boost of mood
- Fewer slips and falls
- More functionality
- Saving time and money
- Better aesthetics



5 Steps to Declutter Your Room

1) If the space is cluttered, empty out the room completely, then put back items you absolutely need.

If you don't know where to start, the best advice I can give you is to empty out the room completely. Put everything out as though it's a brand new space you are moving into for the first time. Once the room is empty, clean it as well as you can with everyday household products. You can also check for holes to patch or touch-ups to apply. Then, draw out a simple map of where you want. This can be your room plan. Where do you want your chairs? Where do you want the table? Where does the TV go (if you want it in the living room)? Then, start putting things back one by one, keeping only the absolute essentials.

2) Think like a minimalist; keep only items you are absolutely going to need in the space.

When cleaning and reorganizing the room, stick to your map or room plan. You don't need too many mementos, pictures, or things that take up space. Stick to the plan and don't alter it. For example, do not add a third if the plan was to have 2 reclining chairs. This is what creates clutter. Drawing a plan and sticking to it will keep the room clutter-free in the long run.

3) Immediately after using the space, ensure it is back to its original state before leaving to go to another room.

The living room and family room are used for entertaining, relaxing, and spending time. Often, there are snacks, shoes, computer equipment, games, drinks, and other things people use when relaxing or spending time with others. Before going to bed, make sure the space is left exactly the way you found it. This will prevent unwanted items- or things that do not belong there - from piling up and cluttering the room.

[-Click here to read the entire article.](#)

Practical Gift Ideas for Girls Attending College Soon

1) Motivational and Self-Help Books

Motivational and self-help books are highly useful for graduates as they embark on their new journeys in college, careers, and beyond. Give them a gift they would actually use and learn from to develop lifelong skills. Here are 10 book examples from which you can choose:

- [Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones](#)
- [The Gifts of Imperfection: Let Go of Who You Think You're Supposed to Be and Embrace Who You Are](#)
- [Get Out of Your Own Way: Overcoming Self-Defeating Behavior](#)
- [Eat That Frog!: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time](#)
- [Girl, Stop Apologizing: A Shame-Free Plan for Embracing and Achieving Your Goals](#)
- [The Power of Consistent Self-Discipline: Discover How Elite Performers Use Self-Control and Mental Toughness to Achieve Their Goals](#)
- [Emotional Intelligence 2.0](#)
- [Prisoners of Our Thoughts: Viktor Frankl's Principles for Discovering Meaning in Life and Work](#)
- [The Power of Positive Thinking](#)
- [Efficiency and Organization: To Achieve More in Life](#)

2) Backpack

Purchase a backpack for the graduate because they will need one. Even if they already have one, having a second on hand would still be helpful. Click [HERE](#) to see backpacks on [Amazon](#).

3) Reusable Water Bottle

College students find reusable water bottles helpful since they use them so frequently. They are very affordable! To see a quality water bottle on [Amazon](#), click [HERE](#).

4) Desk Organizer

A desk organizer is an excellent tool for a graduate to use at home, work, and school. It helps to separate all important documents into compartments for easy retrieval. They help with organizing and efficiency. Click [HERE](#) to see a desk organizer on [Amazon](#).

Desk Organizer



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5) Chair Backrest

6) Notebooks, Notepads, Pens, Pencils

7) Emergency First-Aid Kit

8) Graphing Calculator

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