

Efficiency and Organization

May 2021

MONTHLY RESOURCE GUIDE-NEWSLETTER



How to Organize Your Life by Organizing Your Mind: 5 Strategies

- Do you often feel overwhelmed?
- Do you tell people you will do something and not do it because you forgot?
- Have you ever had ideas that you did not pursue because you did not have the clear processes for what needed to be done in your mind?

Mental organization is systematizing and prioritizing in your mind in an effective way to get a lot done during the day. It is the opposite of mental clutter. This is when there is a lot in a person's mind but little direction as to what to do first, what to do second, and so on.

Most people are not well-versed or aware of mental organization. They do, however, know what physical organization is and often refer to that as just organization. Mental organization comes before physical organization. You must have ideas and thoughts organized in your mind before you can make your physical spaces organized.

There are numerous benefits for learning organization skills to improve your life. These benefits include:

- Reduced stress
- Improved sleep
- More focus
- Less accidental forgetfulness to do things
- Reduced depression
- More productivity
- More timeliness and punctuality
- Sense of peace

Here are 5 strategies and ideas to become more mentally organized to have a healthier lifestyle, be more productive, save time, and have more self-appreciation to be proud of yourself!

1. Always think about the next step: Whatever you are doing right now, when will you stop and when will you do the next activity? Continuously plan next steps in your mind.



continued on page 3

This issue:

HOW TO ORGANIZE YOUR
LIFE BY ORGANIZING YOUR
MIND: 5 STRATEGIES

PAGE 01

10 WAYS TO NETWORK
FOR NEW BUSINESSES |
BEGINNERS AND
INTROVERTS

PAGE 02

HOW TO ORGANIZE YOUR
LIFE BY ORGANIZING YOUR
MIND

PAGE 03

PREPARE IN ADVANCE:
GRADUATION GIFT IDEAS
ON A BUDGET

PAGE 04

IS IT WORTH GETTING A
MASTER'S DEGREE OR
DOCTORAL DEGREE?

PAGE 05

10 Ways to Network for New Businesses | Beginners and Introverts - planned and organized process of having success

Networking essentially means getting to know people, and forming relationships, that will help you in our future endeavors, and will help the other party in his or her endeavors. It is the act of making contact and exchanging information with people, groups and institutions for mutually beneficial relationships.

You need networking if you are:

- seeking advice from trusted sources
- want to make a career move
- need someone trustworthy
- need help with your side business

The network is made up of all individuals who can give and get resources and support. Resources and support come in different ways; they can be advice, new client referrals (for business owners), financial help, ideas, knowledge, and even helping hands when there is too much to do!

HERE ARE 3 WAYS YOU CAN BUILD A NETWORK:

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.

[Click here to visit the full article](#) with a TOTAL OF 10 strategies.



**COMING
SOON!**

**JUNE 20TH
SUMMER
SOLSTICE
LONGEST
DAY OF THE
YEAR!**

**JUNE 20TH
FATHER'S
DAY**



How to Organize Your Life by Organizing Your Mind: 5 Strategies (continued from page 1)

2. In your mind, know exactly what the first thing is you need to do when you wake up the next day, and what the most important events and appointments are for the day ahead.

3. When you have a good idea that sparks up in your mind, write it down in a planner but do not shift course - do not make that new idea your new project until you successfully complete the current project.

4. When you have an idea for something you want to achieve in your life, like buying a home, buying a car, or going back to school to earn a degree, figure out what three steps need to be taken, in an order, to achieve those goals and dreams. If we do not know the initial steps in our minds, the goal often does not become realized.

5. Procrastination of any kind is likely going to create mental disorganization for you, like putting away shoes, doing an assignment in a timely manner, shredding unwanted documents, and throwing away trash. Train yourself to do things immediately to stop cluttering your mind.

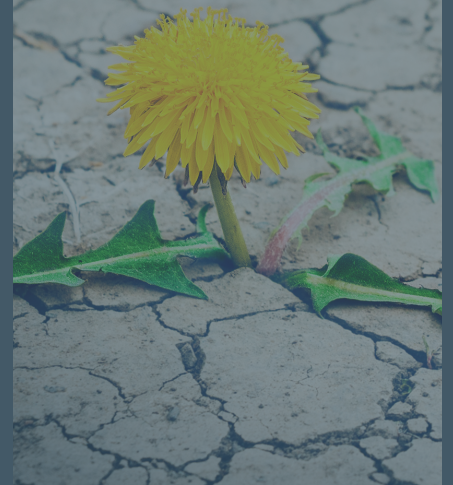
Train yourself to do things immediately to stop cluttering your mind. One way you can do this is to remind yourself that you are working against procrastination.



Taking even one of the strategies listed and using it consistently in your life will help you become more mentally organized, and ultimately, physically organized. Do not say you are going to do it; do it! If it is going to make you happier, mentally, and physically healthier to have a less cluttered brain, why not take the steps to make it happen?

Our greatest weakness in life is giving up. The most certain way to succeed is to always try just one more time.

-Thomas A. Edison



Graduation Gift Ideas on a Budget to Plan and Prepare in Advance



- Do you have someone in your life who is graduating soon?
- Do you want to help recognize and celebrate their big moment?
- Are you on a tight budget because you have too many other obligations you need to pay for right now?

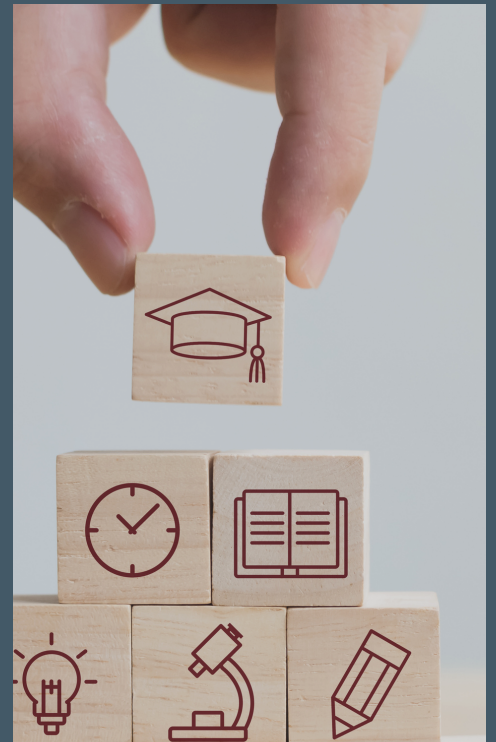
Knowing how difficult it is to graduate, especially from colleges and universities, despite obstacles and barriers to success, celebrating and acknowledging the hard work of those we care about is not only important, but necessary. In fact, celebrating their successes inspires the youngsters around them to pursue those same educational goals and dreams when they are old enough to be in high school and college.

If money is an object, there are some ideas on how to celebrate and give gifts on a budget. The idea is to plan ahead and make preparations, so the process is well-timed and organized.

10 GRADUATION GIFT IDEAS ON A BUDGET

1. Make a Power Point slide and add music - surprise the graduate! You can even put the video on [Youtube](#) so he can share it with his friends and contacts on social media. The pictures and photos can be compiled from the graduate's parents and siblings to make it a surprise on his big day.
2. Go on [Pinterest.com](#) to look for some wise gift ideas on a budget. There are plenty of resources to choose from, like tumblers, bowls of goodies, pots, small baskets, and more!
3. If the graduate has a job, get in touch with the manager to see if you can throw a little surprise party with just cupcakes and punch. Even if the employees cannot stop their operations to celebrate, taking some cupcakes and drinks may be appreciated for the back room to celebrate the graduate's success.
4. Make some inspirational wall art and frame them with simple frames that can be purchased from Michael's. Bed, Bath, and Beyond also has some ready-made frames with quotes you can purchase for under \$50, or Etsy.

[Click here to visit the article and get a total of 10 ideas to plan ahead!](#)



**The future belongs
to those who believe
in the beauty of
their dreams.**

–Eleanor Roosevelt

Is It Worth Getting a Master's Degree or a Doctoral Degree?



- Do you have a bachelor's degree deciding whether you want to pursue a graduate degree?
- Do you want to get a master's degree or doctoral degree but not sure if it is worth the time and money?
- Are you questioning whether a master's or doctoral degree will help you personally or professionally?

If you answered "Yes" to any of these questions, keep reading and use the information here to help guide your decision-making.

THE OVERARCHING PROBLEM WITH CONTINUING IN HIGHER EDUCATION IS TWO-FOLD: MONEY AND TIME.

A research study of 109 participants was conducted in February of 2021 from various parts of the country (U.S.) to better understand and gauge those who have earned a doctoral degree find it worthwhile.

[Click here to read the entire article with infographics, data, and statements from folks who have been there, and done that!](#)



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