

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



## How to Use Time Effectively on Weekends: 7 Ideas

### 7 Things to Do on Weekends: Be Productive, Rest, and Get Ahead!

Read all of the practical tips. Select up to three to put into daily practice immediately. Do not select more to avoid feeling overwhelmed. Write the 3 you choose on a piece of paper and post them somewhere highly visible to keep them at the center of your attention. Stay organized with your processes, and use a planner to jot down your next steps and strategies. Reflect each night on your progress to celebrate your successes and make adjustments the next day if needed.

#### 1) Make a to-do list on Friday evening.

Write down everything you want to do over the weekend on Friday evening. Here are examples:

- 3 loads of laundry
- Read 2 chapters of a book
- Run 4 miles
- Clean the bathrooms
- Vacuum the floors
- Wash the dog
- Catch up on personal emails
- Pay all bills
- Do grocery shopping

#### 2) Get meals and outfits ready.

Check the weather and prepare your outfits for the entire week. This will help you save time and energy in the mornings. Download these 2 documents from Efficiency and Organization that will help you with meal prepping:

**Weekly Meal Planning Form**  
**Grocery Store List**



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# How to Use Time Effectively on Weekends: 7 Ideas (cont'd)

## **3) Do at least 1 self-care activity.**

Here are some self-care activities you can do over the weekend to recharge and refresh:

- Watch a favorite movie with wine and popcorn
- Have a meal from your favorite restaurant
- Sleep in; wake up a little later than usual
- Read your favorite self-help book
- Get a manicure or pedicure
- Do some gardening or go out in nature
- Do crafting
- Go on a weekend getaway
- Take a warm bath with music playing in the background
- Do yoga

## **4) Make specific plans for the week ahead.**

Plan for the week ahead. Start by looking at your personal and work calendars. See what you have coming up for each day of the week:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Look for birthdays, appointments, meetings, and other important events. Make sure you are prepared for those activities.

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

**COMING SOON!**

*May*

MOTHER'S DAY  
MAY 11

MEMORIAL DAY  
MAY 26

ALSO...  
GRADUATION MONTH

MANY SPRING  
FESTIVALS TAKING  
PLACE

*June*

FATHER'S DAY  
JUNE 15

JUNETEENTH  
JUNE 19

FIRST DAY OF SUMMER  
JUNE 20

# How to Cope with Being Overwhelmed

Read all of the practical tips. Select up to three to put into daily practice immediately. Write the 3 you choose on a piece of paper and post them somewhere highly visible to keep them at the center of your attention. Stay organized with your processes, and use a planner to jot down your next steps and strategies. Reflect each night on your progress to celebrate your successes and make adjustments the next day if needed. Tackle your heavy workload head-on!

## 1) Stop, break the tasks and workload apart, then prioritize.

Here is the best approach:

- **Get a piece of paper and a pencil.**
- **Draw a big circle in the middle and write "Next Steps."**
- **Brainstorm anything you can think of that needs to be done.** For example, let's say you have to move out of your home within 60 days and you have no idea where to go. Possible things to write down may be a) Renting a room, b) Staying in a hotel or AirBNB, c) Staying with family member temporarily, d) Moving to another city/state, e) Buying a home or a condo, etc. Write down ALL POSSIBILITIES.
- **Write every possibility, task, or event down around "Next Steps."**
- **Based on everything written down, start making a to-do list.**

## 2) Get organized with your to-do list.

Here is how:

- **Write each broken-down task on a sheet of paper like a list, one after the other.**
- **Put down H, M, or L on the left or right side of each.** H means high priority, M means medium, and L means low. This may take some time to do but it's worth it. This is a significant step in prioritizing.
- **Highlight all the "H" or high-priority tasks.**
- **Now you know that the most important things that need to be focused on are the high priorities. Set a deadline for when you want each accomplished.**

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# How to Cope with Being Overwhelmed (cont'd)

## **3) Use backward planning techniques and then develop a plan of action.**

Sometimes, the best way to overcome the feeling of being overwhelmed is to see yourself emerge from it. Think about how you would feel once you have overcome your challenges. What would that feeling of relief look like? Turn that wish into your future reality by backward planning. In other words, to get there, think about all the things you need to do to achieve it. Write each item in a brainstorming session, then plan backward.

## **4) Use quiet times (downtimes) highly effectively.**

When you are overwhelmed, quiet times are when you can think, plan, and take action. If there is a lengthy to-do list, you can't use downtimes for sitting around, and especially not for feeling sorry for yourself. Use those increments to accomplish tasks and move forward in the right direction.

## **5) Be mindful of your thoughts; self-coaching is essential!**

Tell yourself things like the following:

- **I can do this.**
- **I just need to work through things one at a time.**
- **I will chip away at the tasks until I finish.**
- **This, too, shall pass.**
- **One hour at a time; one minute at a time.**
- **Go, go, go!**
- **Do work!**
- **Focus, focus, focus!**
- **I'm going to push through this.**
- **I must stay on mission.**

Repeat these types of coaching positive self-talk phrases in your mind to push away negativity and be guided by positivity, even when things are tough.

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



# Latest Videos

Click on each image to be directed.



## MOTIVATION CORNER

If we don't change,  
we don't grow. If  
we don't grow, we  
aren't really living.



GAIL SHEEHY

[EFFICIENCYANDORGANIZATION.COM](http://EFFICIENCYANDORGANIZATION.COM)

It is better to  
look ahead and  
prepare than to  
look back and  
regret.

JACKIE JOYNER-KERSEE

[EFFICIENCYANDORGANIZATION.COM](http://EFFICIENCYANDORGANIZATION.COM)

“  
Realize that  
now, in this  
moment of  
time, you are  
creating. You  
are creating  
your next  
moment. That  
is what's real.

-Sara Paddison



# 15 Examples of AFFORDABLE and ORGANIZED Dining Rooms

Click on any of the photos to be directed to the article with all examples and tips for decorating and reorganizing on a budget.





# What to Take on a Business Trip

- Any technology that must be taken with you
- Book(s) to read
- Camera (unless the phone is used for photos)
- Outfit for each day
- Clothes to exercise in
- Clothes to sleep in
- Deodorant
- Feminine hygiene products
- Fragrance and lotion
- Gift – if visiting someone or for business reasons
- Hair items –whatever you use daily, including curling iron, flat iron, and dryer
- Headphones
- Jacket or Sweater (if going someplace cold)
- Jewelry
- Laptop
- Makeup bag (if needed)
- Medication and/or vitamins
- Necessary paperwork and writing instruments
- Presentation tools
- Regular glasses or contact lenses
- Retainer
- Sandals
- Shaving items/hair removal
- Small bag of Q-tips
- Sneakers
- Socks and pantyhose
- Some jewelry – just enough to accessorize
- Sunglasses
- Swimsuit (if the hotel room offers a pool)
- Telephone charger & telephone
- Toothpaste and toothbrush
- Tweezers
- Two or three pairs of shoes
- Undergarments (I always plan for 2 for each day of stay)
- USB, hard drive, or flash drive
- Wallet
- Writing instruments (pens or pencils)



[CLICK HERE FOR THE REST OF THE HELPFUL TIPS.](#)

# How to Build Relationships at Work

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## 1) Acknowledge your fellow employees every chance you get.

Acknowledging coworkers means nodding at them when walking by, giving a small smile, saying a quick hello, or waving from a distance. You are gesturing that you're aware of their presence and are happy to come in contact with them. Keep your brief interactions positive. Those small niceties go a long way in helping form long-term meaningful relationships because they open the door to conversations.

## 2) Give one positive feedback and acknowledgment to one of your colleagues each day.

## 3) Show genuine interest.

Learn about your coworkers by practicing active listening to form a connection. There are probably things you have in common. You can learn from and support one another.

## 4) Stay away from gossip, office politics, and cliques.

You can put a lot of effort into building strong, positive relationships with coworkers and have those efforts wasted by gossiping, getting involved in office politics, and joining cliques. These are ways you can destroy the trust you build with people. Watch who you are speaking with and the topic of your discussion.

## 5) Ask to see if you can help.

Volunteer to help your coworkers. You see them walk in with a large pile of things and ask to help carry some. If they are stressed out about a project, ask to support. Let people know your strengths so they can rely on you for help and guidance if and when needed. When you seem reliable to people, they trust you and can later support you when you need it.

## 6) Celebrate major events in coworkers' lives.

Show consideration by acknowledging and celebrating significant events in coworkers' lives. Have a little celebration, whether it's their birthday, work anniversary, or a major life change (having a baby, buying a home, getting married, etc.). This gesture shows how much you care about them as human beings, not just as work colleagues.

[CLICK HERE TO READ THE REMAINING TIPS.](#)



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# HOW TO STAY ORGANIZED AND FOLLOW UP ON THINGS

Here are 5 effective systems and processes to use to follow up on important tasks, projects, assignments, and chores to get things done effectively, accurately, and efficiently. Choose the system that suits you best based on your personality and interests.

1) Use Microsoft Outlook or Google Calendar to schedule future follow-ups.

Let's say you place an order for work today. You need to follow up to make sure the order arrives. Give yourself 5 to 10 days (whatever length of time is necessary) to schedule a follow-up. If the order is due to arrive within 5 days, put it on your calendar to follow up in 6 days. If the order has arrived, dismiss the task from your calendar. If not, contact the vendor or seller to see where the order is.

When scheduling, give yourself 15 minutes for each follow-up as it may take time. You can create a separate follow-up calendar that does not interfere with your appointment calendar. Typical things you can follow up on include:

- **Voicemail or email responses to answer their questions**
- **Billing notices**
- **Checks to be paid to you**
- **Delivery of orders**
- **Maintenance requests**
- **Client business**
- **Important piece of mail due to arrive soon**
- **Travel plans**

2) Use your planner and calendar.

If you do not use a computer planner or calendar, use a paper version instead. For example, if you tell a person, you'll check back with them in 2 weeks, go into your paper calendar and planner 2 weeks from the date and make an entry. On that day, make contact to keep your promise. You'll be amazed at how efficient you will become with your processes by developing a system for following up on important matters.

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# HOW TO STAY ORGANIZED AND FOLLOW UP ON THINGS (Continued)

3) Use the Tasks or Reminders app feature of your Smartphone.

The Reminders app on your Smartphone is another way to schedule future follow-up dates. You can have a list for work, one for home, school, business, etc. Then, you can schedule reminders to follow up on various tasks in the future.

The calendar app is also one you can use to schedule follow-ups! It's a great tool if you typically use your telephone more than a computer or laptop.

4) Use Microsoft Excel to create a follow-up weekly and monthly checklist.

Microsoft Excel is another great tool to use to stay organized in various aspects of life. You can create a follow-up spreadsheet. You can mark when you need to check back on tasks, projects, and activities in the future. With Excel, you can make various changes to the spreadsheets to suit your needs. You can create one on your own or use a spreadsheet already created for you on [efficiencyandorganization.com](http://efficiencyandorganization.com).

5) Use project folders.

Make a folder for it when you need to follow up on something (preferably a pocket folder because it's sturdy, and you can put documents in the pockets). Staple a cover sheet with the task's name on the folder. Write down when you need to follow up and how on the top sheet. The form can be downloaded by clicking [\*\*HERE\*\*](#).





# Click on each graphic to be directed to get more helpful information.

## 9 TIPS TO MAKE THE RIGHT DECISIONS IN LIFE

- 1) Weigh the significance of the impact your "wrong" decision might make.
- 2) Have a plan for what you will do if the outcomes of your decision do not go as planned.
- 3) Let go of perfectionism.
- 4) Brainstorm all possible solutions, then use a pro/con list.
- 5) Create a decision deadline and stick to it.
- 6) Consult with 4 other trustworthy people.
- 7) Set goals that align with your core values and beliefs to understand your focus and purpose.
- 8) Have a plan for each day and stick to it.
- 9) Look up to positive role models.



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## STEPS FOR SETTING AND ACHIEVING SMART GOALS

- 1 Choose up to 3 SMART goals for the year.  
Make sure the goals are meaningful to you (helps to answer your "WHY" in your profession.
- 2 Write down te 3 SMART goals.
- 3 Post them somewhere visible to refer to biweekly or monthly.
- 4 Monitor the goals and your progress at least every 2 weeks.
- 5 Acknowledge your success to boost your confidence as you go.



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## BENEFITS OF SPRING CLEANING

- MORE SPACE, LESS CLUTTER
- SENSE OF PRIDE AND ACCOMPLISHMENT WHEN FINISHED
- BECOMING AND STAYING ACTIVE
- STRESS RELIEF
- IMPROVED MOOD
- PRACTICING TACKLING A BIG PROJECT
- HEALTHIER LIVING (LESS DUST, LESS ALLERGIES)
- SENSE OF CONTROL
- MORE PRODUCTIVITY
- REDUCING HAZARDS
- PRIDE OF OWNERSHIP
- MORE ENJOYABLE SPACES



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## EFFECTIVE MORNING ROUTINE IDEAS

- Waking up at 5:00 am
- Having a cup of coffee
- Making the bed
- Looking at the daily calendar and planner
- Prioritizing the top 3 things that need to get done during the day
- Reading
- Having breakfast
- Stretching
- Exercising
- Grooming and getting dressed
- Reading 1 to 3 motivational quotes
- Heading to work



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# Recommended Items for Organizing Cabinets and Drawers

Click on each item to be directed to Amazon.

