

## IDEAS, TIPS, STRATEGIES TO BECOME MORE EFFICIENT & ORGANIZED



### Planning and Organizing for a Great Thanksgiving Day This Year

Thanksgiving is a festive time of year. It's one of our favorite holidays because it involves food, family, friends, decorations, and time off from work! Thanksgiving is also when we start planning for Christmas, begin our Black Friday shopping, and welcome a colder climate. We celebrate thanksgiving because it's harvest time! We also use the holiday as an opportunity to be grateful for the wonderful things in our lives. It's a day of gratitude!

Whichever way you choose to celebrate, start planning early. Get organized so you can manage your time more effectively and efficiently.

#### [12 Ways Busy People Can Plan for Thanksgiving This Year](#)

Here are 12 ways you can celebrate Thanksgiving this year, even if you are a super busy person with a tight schedule! Remember to plan ahead, use an electronic or paper calendar, and stick to your checklist once you decide what you want to do.

##### 1) Decorate the home (inside, outside, or both).

You can get some simple decorations for the outside and the inside from inexpensive stores like Dollar Tree or Dollar General. You can also look for interesting ideas for decorating, especially the living room and dining room, from Pinterest.

##### 2) Get a list of foods you plan on making for Thanksgiving dinner.

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# Planning and Organizing Thanksgiving (cont'd)

Here are some things to include on your menu if you plan on preparing Thanksgiving dinner this year:

- Turkey
- Stuffing
- Potatoes & gravy
- Green beans
- Cornbread
- Pumpkin pie or cheesecake
- Cranberry sauce
- Carrots
- Brussell sprouts
- Dinner rolls

3) Set a budget for Black Friday shopping & prepare to shop in stores or online.

Since Black Friday is the day after Thanksgiving, start planning now on how much you are going to buy - your budget, and what you need to buy. Make Black Friday a tradition that ties to your Thanksgiving celebration! Start the day by getting some coffee and breakfast. Go shopping, have a nice lunch somewhere, and hit the stores again for some Christmas decorations!

4) Figure out which day you will do house cleaning to get ready for the holiday.

Thanksgiving is a major holiday, which means there will have to be some house cleaning involved before and after the holiday. Plan ahead. Are you going to be home the day before Thanksgiving? Will you do your cleaning and tidying up that day? How long will it take? Will there be time for cleaning and all the other things you need to go? Will there be folks around the home to help you? The idea is to plan and organize your thoughts and processes in advance so you don't get stressed out. A holiday should be spent celebrating, not feeling anxious and stressed.

[CLICK HERE TO READ THE ENTIRE ARTICLE WITH 12 PLANNING AND ORGANIZING IDEAS.](#)

## COMING SOON!

DECEMBER AND  
JANUARY EVENTS  
AND HOLIDAYS



CHRISTMAS EVE  
DECEMBER 24

CHRISTMAS  
DECEMBER 25

KWANZAA  
DECEMBER 26

NEW YEAR'S EVE  
DECEMBER 31



NEW YEAR'S DAY  
JANUARY 1

MARTIN LUTHER  
KING JR DAY  
JANUARY 16



## TEACHER CORNER: USE A LESSON PLAN CHECKLIST TO ORGANIZE YOUR INSTRUCTIONAL PLANS

As an educator, you spend hours planning lessons. You want the lessons to be as effective as possible to maximize learning. So much goes into planning a lesson, including:

- An introduction that gets students interested in the topic
- The learning objective and how it implicitly affects students
- The actual delivery of instruction
- Specific ways to check for students' understanding
- The practice or demonstration of learning
- Strong engagement
- The classroom environment
- A good lesson closure
- And more

Planning is a critical component of a good lesson. The more you plan and rehearse how the lesson will go in your mind, the better prepared you will be as the instructor. Planning requires an organized, step-by-step process to keep it all together. Begin with the end goal in mind using your curriculum maps or pacing guides, then work backward. For example, if the unit you are teaching is on poetry, by when should you have the unit completed? What final assessment will show students learned what you taught them? How many days do you have, in total, to teach that content? Between today and the day of the final assessment on poetry, what will you teach each day? How will you teach each day's lesson?

Once you have determined what topic you will teach each day leading up to the final unit assessment, you can start planning for each day's lesson. The best approach to lesson planning is to construct an entire week's lesson plans over the weekend. What will you do Monday, Tuesday, Wednesday, etc.? Make sure you take into account holidays and other school events that might take time away from what you want to get done.

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

## Latest Videos

[10 SMALL, INEXPENSIVE WAYS TO CELEBRATE AND ACKNOWLEDGE YOUR EMPLOYEES AND COWORKERS TO BUILD MORALE](#)



[Click here to watch the video](#)

[WHY HAVE I NOT BEEN PROMOTED YET? WHAT SHOULD I DO DIFFERENTLY TO GO TO THE NEXT STEP IN MY CAREER?](#)



[Click here to watch video](#)

# How to Get a Good Evaluation from Your Supervisor: 12 Strategies

What qualities does an employer seek in an employee?

No matter what industry you work in, these are some of the top qualities and attributes that employers seek:

- Dependability
- Honesty
- Organization
- Time management
- Strong work ethic
- Positive attitude
- Punctuality
- Self-management
- People-skills
- Willingness to learn and adapt

There are soft skills and hard skills in any job to master. Hard skills are the required attributes you must possess. For example, if you are a cashier, knowing how to take money from a customer, enter the amount in the system, and return the exact change are hard skills. The soft skills associated with the job include being personable and warm with the customer, getting along with the other cashiers and employees, being on time, and being positive.

## 12 Strategies for Getting a Good Evaluation at Work

Here are 12 strategies and tips to keep in mind if you are trying to get a great evaluation in your place of work this year. Use these tips to thrive in your job and make an impression!

- 1) Respond to emails promptly.
- 2) Limit and manage distractions.
- 3) Work at a quicker and more accurate pace.

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

## Latest Resources for Teachers

### COLLEGE AND CAREER READINESS SKILLS TO PROMOTE IN CLASSROOMS \*

Being on time

Teaching rigorous content

Learning and working independently

Opportunities to lead

Collaborate with others

Effective communication skills

Building a network

Organizing and prioritizing

Use of technology

Paying attention to detail

Setting SMART goals

Doing extra

Attitude and body language

Perseverance

Making mistakes and learning from them

efficiencyandorganization.com

# 8 Things to Do to During Thanksgiving Break to Get Organized for the Holidays

Become more organized and well-planned for the end-of-year holidays, here are some things you should consider doing during your Thanksgiving break! Whether you have the entire week off or just 3 to 4 days, choose some of these tips and ideas for better time management, organization, and efficiency:



Get all your Christmas cards ready to mail.

Put up your holiday decorations and Christmas tree.

Work on finalizing your Christmas shopping list.

Make holiday plans to be prepared and organized: Where will you go, who will you see? Arrange travel plans.

Plan on end-of-year doctor visits, such as dental visits, flu shots, and eye exams.

If you have friends and family visiting, plan home cleaning and food preparation ideas.

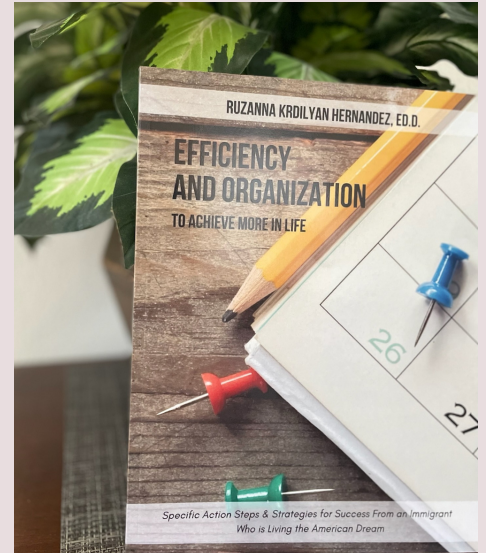
Buy a planner for the new year to start planning ahead.

Plan end-of-year budgeting and get organized with your finances.

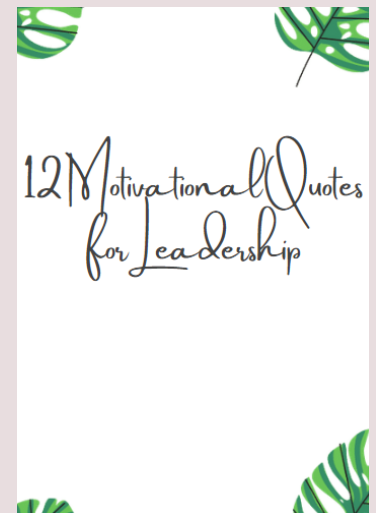
## Organizing and Decluttering Challenges for November and December

- 1) Declutter your work area - keep ONLY essential items on your desk.
- 2) Clean out your email inbox. You should only have 2 days' worth of emails. All others need to be saved in folders or deleted immediately.
- 3) Organize and declutter the garage, especially since you are taking out your decorations for the holidays.

LOOKING FOR SPECIFIC WAYS - CHECKLISTS - TO HELP GUIDE YOU ON YOUR JOURNEY TO BECOMING MORE EFFICIENT, ORGANIZED, PRODUCTIVE, AND WELL-MANAGED WITH TIME? HERE IS A BOOK THAT HELPS YOU DO ALL THAT!



[Click here to get your copy!](#)



THESE ARE 12 MOTIVATIONAL QUOTES FOR LEADERS. THEY CAN BE USED TO PRINT AND POST IN CLASSROOMS, ESPECIALLY CLASSROOMS THAT TEACH LEADERSHIP, LIKE ASSOCIATED STUDENT BODY OR STUDENT COUNCIL. THEY CAN ALSO BE PUT IN OFFICES FOR MANAGERS AND LEADERS IN VARYING CAPACITIES.