

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



25 Ways to Be More Organized at Home

1) Sort, organize, and label the cabinets and drawers for easy storage and retrieval so items do not end up on top of the counter where they don't belong.

Examples of items that belong together include:

- Dishes
- Glassware
- Soaps
- Lotions
- Pots
- Pans
- Utensils
- Napkins
- Paper goods, including napkins
- Spices
- Coffee mugs
- Small appliances such as hand mixers, grinders, blenders, and food processors
- Large bowls used for salads, baking, etc.
- Plasticware for storing food

2) Limit the items on top of each counter to 2 to prevent dust collection and reduce the frequency of wiping.

3) Donate or throw out items you have not used in over a year, such as an additional toaster or can openers.

4) Immediately put away items in their places after use.

No procrastinating! Wash a dish and put it back. Clean the blender and put it back in the cabinet. Use the surround wrap and place it back on the shelf or drawer.



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25 Ways to Be More Organized at Home (cont'd)

5) Unpack boxes and get rid of them, taking only the items that you purchased.

6) Have a system for shipment arrivals so as not to store them in the living room as they arrive.

7) Recycle wall coverings and mementos every 2 years.

If you have items you keep as mementos for sentimental reasons, consider recycling them every 2 to 3 years. Doing this will help you in 2 ways:

- You won't have too many things out and about that cramp up the room and give you a feeling of being hindered. You can put about 25% of what you have out, keeping the other 75% neatly stored in plastic bins in the garage or another space.
- Recycling every 2 years (putting away what's out and bringing out the new from storage) will help transform the look and feel of the living room.

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

9) Be strategic with how you organize the closet.
Here are some suggestions:

- Hang clothes as outfits (pants and tops, for example) for easy grab-and-go in the morning.
- Store away seasonal clothes.
- Keep the floor free of shoes.
- If an outfit has not been worn for more than a year, donate it or give it away.
- Pick my clothes the day before, based on the weather forecast.
- Organize jewelry and accessories.
- Sort like items. Caps go together. Purses go together. Socks go together.
- Use all the space you have.

10) Have a specific place for your keys, purse, and wallet for easy grab-and-go.

[CLICK HERE TO READ THE ENTIRE ARTICLE WITH ALL 25 TIPS.](#)

COMING SOON!

November



NATIVE AMERICAN
HERITAGE MONTH

VETERANS DAY
NOVEMBER 11

HANUKKAH
NOVEMBER 20

THANKSGIVING DAY
NOVEMBER 27

December

1ST DAY OF WINTER
DECEMBER 21

CHRISTMAS EVE
DECEMBER 24

CHRISTMAS DAY
DECEMBER 25

NEW YEAR'S EVE
DECEMBER 31

15 Morning Routines of Purpose-Driven Leaders

1) Prepare for each morning the night before.

To maximize productivity in the morning, decide all specific actions you want to take the following day the night before. In other words, make your to-do list for the following day. You'll wake up with a mission to achieve and accomplish! The night before you go to bed, think about what 3 main activities you want or need to do tomorrow. They can be work-related or personal, like:

- Wash the dog
- Wash the car
- Read 3 chapters of a book
- Finish 2 loads of laundry
- Finish writing a report for work
- Attend a meeting with supervisors
- Take the child to after-school tutoring
- Grocery shopping
- Call the plumber for home repairs
- Visit dentist



2) Wake up early.

Wake up at a specific time each day, as early as possible. Most high achievers tend to wake up at 5 am. Wake up with a plan for what you're going to do first, second, third, and so on, so you don't waste those precious minutes. If you design your morning and organize your time effectively, you'll be far more productive and feel more successful. You'll gain a boost of confidence to continue your day successfully.

3) As soon as you wake up, think of 1 or 3 things you look forward to having happen during the day.

4) Organize things around the house so you have a welcoming atmosphere to return to at the end of the day.

5) Exercise and stretch.

6) Take 5 to 10 minutes to meditate, journal, and write a list of what you are grateful for.

[CLICK HERE TO READ THE ENTIRE ARTICLE WITH ALL 15 TIPS.](#)

9 WAYS TO FOLLOW THROUGH ON GOALS: DON'T JUST SET GOALS...ACHIEVE THEM!

1) Be as specific as possible.

The problem with most goals is that they are too general. They are not specific enough. General goals are "I want to be healthier," or "I want to be happy." The question is how? What will it take for you to be healthier or happier? The more specific the goals are, the better. Here are 5 examples:

General goal: "I want to read more."

SMART goal: "I will read 10 books in the next 12 months."

General goal: "I want to be kinder."

SMART goal: "I will be kinder by reminding at least 2 people each week what one or more of their best qualities are."

General goal: "I want to be better off financially."

SMART goal: "I will pay off my credit card debt within 2 years."

General goal: "I want to be healthier."

SMART goal: "I will be healthier by eating 50% less sugary foods, cut my cholesterol by 50%, and exercising 6 out of 7 days of the week."

General goal: "I want to be happy."

SMART goal: "I will live a happier life by practicing mindfulness strategies every day and practicing self-care at least twice each week."

2) Break large and lofty goals into smaller, more achievable parts that you can achieve with specific action steps.

If you have a big overarching goal that's way too far out into the future, your level of motivation may not yield enough willpower to achieve it. For example, you might say that you want to start a business that will generate \$5 million in revenues in 10 years. This may be an achievable goal depending on your skills, knowledge, and type of business. However, it may be too far-fetched. Break that goal into smaller and more achievable units. You can say that you want to start a company that will generate a small profit within 3 years. Once this goal is achieved, you can then set another one, such as "my business will generate \$500,000 in revenues by its 5th anniversary."

3) Ensure that the goals can actually be measured on a weekly, monthly, quarterly, or annual basis.

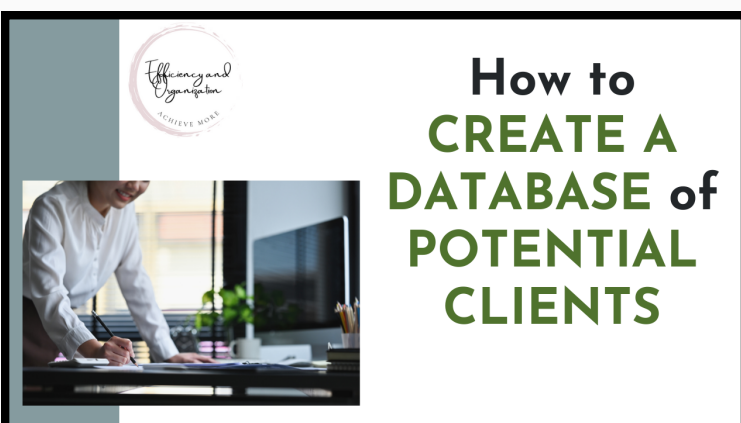
4) Set goals about things you actually care about; in other words, do not set goals unless you REALLY want to achieve them.

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-DENIS MORTON



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25 SMART Goal Examples to Live a Healthier Lifestyle

Here are some helpful SMART goal ideas to live a healthier lifestyle. Select 3 to 5 to focus on which resonate with you the most. Write them down. Post what you write somewhere highly visible to refer to daily or weekly as reminders to monitor your progress and hold yourself accountable for following through with them.

The SMART goals are written as "I will" statements to help you take ownership of what you will do. You will hold yourself accountable for taking action.

1) I will do 20 miles of fast walking or running on my treadmill each week.

2) I will go to the gym for 1 hour daily, 6 days a week.

3) I will go on a short hike just once every month or every 2 months.

4) I will avoid all drug and cigarette use, and limit my alcohol consumption for the next 6 months.

5) I will do 30 minutes of ab exercises at least 3 times a week.

6) I will keep only healthy snacks, such as nuts and dried fruit, at my desk at work, and take healthy meals to eat for lunch.

7) I will get a smaller portion of each item when eating. For example, instead of 5 meatballs, I will grab only 3. After eating the 3, I will get just 1 more if I am still hungry. This will help with portion controls.

8) I will eliminate my diet of flavored juices, sodas, etc.. If I currently drink 4 cans of soda daily, I will cut to 3 cans for 3 weeks, then 2 cans for 2 weeks, and so on. Cutting unhealthy foods slowly is easier because I will get my body used to the new way of doing things.

9) I will practice relaxation techniques 5 times a day, especially when I feel myself getting stressed or anxious.

10) I will aim to get at least 8 hours of sleep for the next 3 months to assess its impact on my overall mental health.

[CLICK HERE TO READ THE ENTIRE ARTICLE WITH 25 EXAMPLES.](#)

When you get upset after receiving negative feedback from employers, remember that they have room for growth and development. Everyone does! They probably also take their feedback personally! Just because you are not in the room when they get their feedback does not mean it doesn't happen.

If you are not given specific ways to improve after receiving feedback, kindly ask for clarification. For example, if you are told you need to improve your time management, ask for specific ways you can achieve that. Ask for what things you need to do differently to avoid getting this type of feedback in the future. Maybe your employers have observed you doing personal shopping online during work hours. Perhaps they have seen you chit-chatting with other employees instead of working on projects. Ask for specific things you can do to improve, to show that you care and want to do better.

When you hear negative feedback, you automatically try to become defensive. Instead of really listening, it's human nature to protect the ego and say or do things on the spot to defend yourself. However, at work (and even at home), this can create a long-lasting, undesirable effect. You may develop a reputation and strain relationships you do not want to strain.

You don't have to respond or make decisions immediately after receiving negative feedback. Take it in and reflect. Rather than "fighting" the feedback or in your mind, convincing yourself that they are wrong and you are right, find ways to use the information to truly improve. Take ownership of the feedback!



on. Plan on specific things you can do to m

Take the afternoon and evening to reflect on what was said, then take action. Plan on specific things you can do to make improvements. The best way is to set goals. Think of 1 to 3 SMART goals you can write to make improvements. Here are 3 examples:

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25 SMART Goals Examples for the Fall Season

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.

Start with one side of the garage. Empty it out, then start putting things back in neat piles and categories. Throw out things you have not used in over 2 years or donate. As soon as you finish one side, go to the other side. Set aside 1 to 2 hours each weekend in the Fall to redo and declutter the garage until it's all done.

3) This Fall, I will decorate my house for Halloween and Thanksgiving with outdoor items.

4) I will take 1 class at a local community college to improve my skills.

Continue to always learn and acquire new skills, whether for work purposes, leadership, or personal development. Some of the areas you can take classes in could include:

- **Learning new software skills, like Microsoft Office**
- **Digital media**
- **Writing class**
- **Learning a new language, including sign language**
- **First aid/CPR**
- **Cooking or baking classes**
- **Entrepreneurship**
- **Management/leadership**
- **Classes that can lead to earning a degree**



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 for emergencies.



10) I will review and organize my personal financial documents, including any retirement funds, savings accounts, billing notices, and tax documents.

11) I will walk or run 10 miles weekly in September, October, and November.

12) This Fall, I will finalize my Christmas shopping list and start shopping.

13) I will take my kids (or nieces and nephews) to an amusement park.

14) I will reorganize my closet before the beginning of October.



[CLICK HERE TO READ THE ENTIRE ARTICLE WITH 25 EXAMPLES.](#)

How to Use a Planner as a Student

There is so much to juggle when you are a student! You must manage your time as effectively as possible to keep track of everything you have going on, including the following:

- Preparing for exams
- Reading
- Writing papers
- Doing projects
- Meeting teammates and groupmates for collaboration
- Completing assignments
- Researching



One way to manage time and improve your organizational skills is to use a planner. Most planners include a calendar to track due dates, assignments, exams, and more. The benefits of using a planner as a student include the following:

- **Source of stress relief (knowing you don't have to rely on memory for everything)**
- **Place for records**
- **Stronger time management**
- **Tracking due dates and meeting deadlines**
- **Better consistency**
- **Prioritizing**
- **Improved learning**
- **More decluttering (mental and physical)**
- **Increased productivity**



Here are some ways to use a planner and a calendar as a student. Use a paper or digital version. Take 1 to 3 of the tips to put into practice immediately. Stick to them for at least 21 days to turn them into habits.

1) Use a planner to organize all school-related tasks digitally or on paper.

2) Break large tasks into smaller pieces and enter those in the planner.

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Most Essential Ways to Keep a Workspace Organized

Computer desktop should have only very important items that are easy to retrieve.

There should be plenty of paper supply and toner supply on hand.

There should be a labeled cabinet for forms and papers.

Books not being read must be donated to libraries or thrift stores for decluttering.



Equipment should be easy to dust off each week.



Walls should be uncluttered - as few items as possible with wall space available.

Paperwork should be in neat piles and stacks if being worked on currently.

There should be a central charging station for electronics.

Desk and computer areas should be clear of clutter.

Items not in use each day should be stored in cabinets.

Keep only 2 or 3 personal items near the workstation.



Have pencils and pens readily available.