

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



# How to Become More Self-Disciplined

There are many benefits to being more self-disciplined. Here are some of them:

- Stronger self-esteem
- More self-confidence
- More inner strength and character
- More chances of success
- More happiness
- Less stress
- Achievement of more goals to reach full potential
- Healthier lifestyle
- Seen as more trustworthy and reliable
- More mental strength
- More opportunities for advancement



Here are 15 practical tips and ways to increase self-discipline to achieve more goals, succeed, and be happier. Focus on 3 to 5 of these at a time to avoid feeling overwhelmed. To make changes for self-improvement, make small incremental changes.

1) Get in the right mindset, especially in the mornings. Wake up each day and take 3 to 5 minutes to set your mind in hard-work mode. Be intentional by telling yourself that you will achieve and accomplish a lot to feel proud of yourself at the end of the day. You are going to give 200% to everything you do. What you tell yourself and how you convince yourself will guide your decisions and actions. Be mindful of your thoughts.



2) Approach problems head-on; get comfortable with being uncomfortable. According to Zen Habits, "One of the reasons we don't have self-discipline is because we run from the hard, uncomfortable things. We would rather do the easy, comfortable, familiar things." There is so much truth to this!



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# How to Become More Self-Disciplined (cont'd)

3) Be as efficient as possible with every minute of the day. Every minute counts! Avoid wasting time that does not add value to your day.

Here are examples:

- Gossip
- Chit-chats
- Longer than necessary breaks
- Scrolling through social media posts
- Whining/complaining
- Overthinking
- Decorating
- Sending personal texts
- Looking for things in disorganized piles
- Staying on the phone too long with someone when you have nothing to talk about
- Hanging out with toxic people

4) Set achievable short-term and long-term goals. Have well-established short-term and long-term goals in life. Short-term goals should take less than a year to accomplish.

5) Break large tasks into smaller units. Break large tasks and projects into smaller, more manageable units. When you think of things you want to accomplish, especially long-term goals or projects, they seem so far away that you feel you cannot attain them. The negative self-talk and fear of failure keep you from reaching for them. The way to tackle them is to break them into smaller, more manageable daily units.

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

COMING SOON!

June  
FATHER'S DAY  
JUNE 15

JUNETEENTH  
JUNE 19

FIRST DAY OF SUMMER  
JUNE 20

July

CANADA DAY  
JULY 1

INDEPENDENCE DAY  
JULY 4

SUMMER BREAK FOR  
MANY STUDENTS

BACK-TO-SCHOOL  
SHOPPING

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# 13 Ways to Improve Leadership Skills In and Out of the Workplace

## Benefits of Improving Your Leadership Skills

There are so many benefits to improving your leadership skills, including the following:

- Advancing in a future career
- Gaining the respect of those you serve
- Becoming more trustworthy and reliable
- Increasing the ability to lead others
- Adding value to an organization
- Achieving shared goals
- Growing personally and professionally
- Becoming more resilient to change
- Building self-confidence

## 13 Ways to Improve Leadership Skills

Read through the list of suggestions on how to improve your leadership skills. Select no more than 3 to work on to avoid feeling overwhelmed. Write those down and develop weekly or daily action plans to hold yourself accountable for your self-improvement plan. Monitor your progress for the next 3 to 6 months and celebrate your successes along the way.

### 1) Ask for direct feedback.

Ask your supervisors and coworkers for direct feedback on your leadership performance. Questions can be like the following:

- How would you rate my performance on a scale of 1 to 5?
- What would you say are my top 2 strengths?
- What are my top 2 areas of weakness?
- What are three things you recommend I work on to improve and be even better than I am now?
- How am I doing in terms of communication as a leader?
- What is one thing I should do more of?
- What should I stop doing?

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# 13 Ways to Improve Leadership Skills In and Out of the Workplace (cont'd)

## 2) Collect anonymous survey responses.

Formulate a quick anonymous survey using a source like Google Forms and send it out to people with whom you interact frequently in your leadership position. You can ask the same or similar questions like in tip #1, but in an anonymous survey. Collect and analyze the results. Write a SMART goal to change based on the written and accurate feedback you receive.

## 3) Take a self-survey.

Conduct your own self-survey. Answer questions honestly about how you are doing to make improvements. Here are 2 examples of questions:

- [Purdue University's Self-Assessment](#)
- [Leader's Edge 360](#)

Based on the results, developing up to 3 SMART goals will help you improve and make positive changes for the future. Ensure that you are periodically and frequently monitoring your progress.

## 4) Take classes and courses.

Check out your local community college for classes you can take to improve your skills. Here are examples of what you can learn:

- Organization
- Time management
- Following through
- Digital media
- Marketing
- Software programs
- Communication
- Social intelligence
- Emotional intelligence
- Coaching and mentoring
- Negotiations
- General management

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



# Latest Videos

Click on each image to be directed.

## How to **STAY FOCUSED** at Work

(5 practical and helpful tips)



## 11 Ways to **INCREASE SELF- CONFIDENCE**

(Specific and Practical Tips)



## 15 SMALL BUSINESS GROWTH STRATEGIES (Practical Tips)



## How to **APPLY** for **SCHOOL DISTRICT JOBS**

Using EdJoin  
(filters)



## MOTIVATION CORNER

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



GAIL SHEEHY

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

JACKIE JOYNER-KERSEE

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

**DO NOT WAIT FOR  
OTHERS TO  
ACKNOWLEDGE YOUR  
ACHIEVEMENTS!**

*You must celebrate and  
recognize yourself and  
your ability to push  
through challenges.*

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# 125 Bucket List Goal Ideas for Adults

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## Steps to Develop a Bucket List

- When making a bucket list, think of this statement: Before I die, I would like to...
- Fill in the dots with what you'd like to achieve and accomplish.
- Once you have your list, write each as a specific, achievable goal, or a SMART goal, with action plans to achieve each.

After looking at this long list of goal ideas, select three to five that best fit your personality. Write them on a piece of paper and post them somewhere highly visible to keep at the center of your attention. Decide by when you want to accomplish each. Have an organized plan with steps to take to achieve your chosen goals.

## 125 Bucket List Ideas for Adults

- 1) Traveling to every continent
- 2) Visiting every state in the US
- 3) Finishing a college degree
- 4) Going into the leadership position at work
- 5) Starting your own non-profit business
- 6) Starting your own side business
- 7) Visiting at least 10 national parks
- 8) Visiting at least 3 Disney theme parks around the world
- 9) Riding a helicopter
- 10) Running a half or full marathon
- 11) Making a vision board
- 12) Learning how to scrapbook
- 13) Beginning teaching a class to pass on your knowledge to younger generations
- 14) Learning to play a musical instrument
- 15) Learning a new language
- 16) Learning sign language
- 17) Learning how to make at least 50 meals from scratch
- 18) Adopting a pet
- 19) Doing 100 hours of volunteerism
- 20) Donating blood
- 21) Writing a book
- 22) Reading 100 books
- 23) Traveling one day in a yacht
- 24) Meeting your fitness goals
- 25) Getting your home fully remodeled
- 26) Owning your own place of residence
- 27) Buying the diamond ring or golden watch you've always wanted
- 28) Renting and driving an exotic sports car for a day
- 29) Buying an outfit from a top-of-the-line retailer, like Gucci
- 30) Having a meal at a Michelin-star restaurant
- 31) Going horseback riding
- 32) Taking on one adventure, like ziplining or hiking
- 33) Visiting the country (or countries) where you have ancestral ties



**[CLICK HERE TO SEE ALL 125 IDEAS.](#)**

# 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.](#)

# 60 Ways to Spend Time with a Teenage Daughter

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Here are 60 ways to spend time with a teenage daughter. Since you are a busy parent, the best advice I can give you is to do the following:

Go through the list of activities with your daughter.

In your planner/calendar, schedule at least one activity you want to do together each week. This will allow you to stay organized and well-planned.

Have her schedule the times also. You'll teach her the value of planning, scheduling, and organizing.

1) Going to a museum

Make a short list of museums you both would like to visit, and then choose one or two from the list.

2) Going to a theme park

3) Going to the zoo

4) Going to a concert

5) Bowling

6) Hiking

7) Visiting another state

8) Visiting a national park

Search nearby national parks and write down which 1 or 2 you'd like to visit.

9) Go to a nearby resort

If you can't go far, search for nearby resorts that offer pools, spas, jacuzzis, and other fun activities for moms and daughters!

10) Going shopping

11) Visiting a college campus

12) Going to a fancy restaurant, just the two of you!

13) Backyard s'mores

14) Playing video games together

15) Playing board games together

16) Going camping

17) Gardening

18) Biking

19) Going to a concert

20) Working on a special project

21) Horseback riding

22) Manicures and pedicures

23) Going to the beach

24) Visiting family

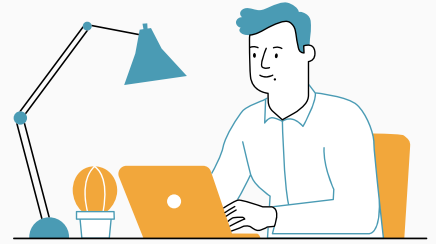
25) Go to a Disney theme park



[CLICK HERE TO SEE THE ENTIRE LIST AND READ THE FULL ARTICLE.](#)



# How to Plan Your Day to Be Productive



With your hectic lives, it's hard to stay focused and productive. It's also easy to get sidetracked and miss out on essential things that need to be done. Having a well-established plan for each day is critical to productivity.

## 11 Practical Tips to Plan for a Productive Day

### 1) Prepare for each day the night before.

To maximize productivity, 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! Follow these steps: Write down every task you want to achieve within 1 to 5 days. Be very specific. For example, if you have an event to plan, do not write the event's name. Instead, focus on the particular steps you'll need to take, like catering needs, entertainment needs, tables and chairs, etc. Make a to-do list of all tasks or create project folders.

### 2) Make a to-do list to cross off each item as it gets accomplished.

The list should be developed the night before so you wake up in the morning with a plan. Make a to-do list. Next to each item on the list, Put H (high), M (medium), or L (low) to indicate which ones are high, medium, or low priority. Block 1-hour periods into your day to accomplish each task.

### 3) Focus on the top 3 to 5 high-priority tasks from when you wake up each day.

You will overwhelm yourself and create undue stress if your daily priority list is too long. Focus on 3 to 5 high-priority items daily unless they are easy and fast. The longer tasks take to accomplish, the less of them you want to focus on each day to get done. If time allows, do more than the top priority tasks. If not, stick to those high-priority items to be productive.

### 4) Set your own deadlines.

Set deadlines for tasks to avoid procrastinating on them over and over. As your deadline approaches, finish the task. Doing so will give you a feeling of ease and relief, knowing that what you needed to do was done promptly.

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

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

## STEPS TO READING SELF-HELP BOOKS MORE EFFECTIVELY

- Read each chapter. Highlight or underline the parts and pieces that resonate with you the most.
- When you get to the end of the chapter, go back and read the highlighted or underlined sections only.
- Based on those highlighted and underlined sections, write down what specifically you want to do to make changes in your life.
- Turn each specific thing you want to change into a goal. Ensure the goal is as specific as possible, including a due date or deadline. Write it down and monitor your progress weekly.

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## STEPS FOR SETTING AND ACHIEVING SMART GOALS

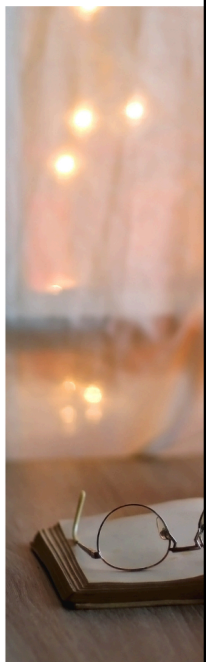
- 1 Choose up to 3 SMART goals for the year.  
Make sure the goals are meaningful to you (helps to answer your "WHY" in your profession).
- 2 Write down te 3 SMART goals.
- 3 Post them somewhere visible to refer to biweekly or monthly.
- 4 Monitor the goals and your progress at least every 2 weeks.
-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

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## REFLECTION QUESTIONS TO ASK YOURSELF NIGHTLY FOR SELF IMPROVEMENT

- WERE YOU PRODUCTIVE?
- WERE YOU EFFICIENT?
- HOW MANY TIMES DID YOU GET DISTRACTED?
- DID YOU AVOID TASKS OR PROCRASTINATE?
- HOW WOULD YOU RATE YOUR SELF-DISCIPLINE ON A SCALE OF 1 TO 5 (WITH 5 BEING THE BEST)?
- HOW MANY OF THE ITEMS ON YOUR TO-DO LIST DID YOU ACCOMPLISH?
- WHAT WOULD YOU CHANGE FOR THE NEXT DAY?



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## HOW TO STAY POSITIVE DURING THE DAY

- Use positive self-talk.
- Use self-coaching techniques.
- Acknowledge mistakes and develop a growth mindset.
- Post motivational posters around you.
- Surround yourself with people who are like-minded and goal-driven.
- Do a daily reflection on how focused you stayed throughout the day.
- Practice positive self-talk.
- Take deep breaths throughout the day.
- Read 1 to 4 self-help books each year.

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# Recommended Items for Organizing the Bedrooms

Click on each item to be directed to Amazon.



# Celebrating and Recognizing Employees at Work: Ideas and Tips

There are some simple ways an organization and its leadership can celebrate and show appreciation for its employees. Rewards do not have to be extravagant or costly. Here are 20 ideas and tips to show appreciation and build morale to consistently create a more positive culture.

1) Begin or end meetings with an icebreaker activity.

Icebreaker activities help to ease tensions, get people laughing, smiling and forgetting some of the more challenging aspects of discussions.

2) Organize a weekly or biweekly gratitude email for all staff.

Every week or two weeks, collect emails from everyone. Ask them to share words of appreciation for one another. Collect the messages of gratitude and send them out as one email. You can also have a wall in the staff room where messages can be posted by one another. Ask staff what they think is the best way to share these gratitude messages so they can take ownership.

3) Encourage employees to find 1 or 2 professional development opportunities to attend each year.

4) Be willing to buy supplies and work-related items employees seek.

5) Each week, recognize 1 specific thing to celebrate in an employee (in person or in an email).

6) Organize quarterly events outside of work.

The events can be held at a bowling plaza, dinner at a restaurant, a show, movies, or an outdoor venue to spend time together as a work family.

7) Give emotional support to employees dealing with challenging situations outside of work so they don't take out their frustrations on other employees.

8) Create spaces that are encouraging, motivating, and uplifting.

Ask employees what they need to make your workplace more encouraging, motivating, and uplifting. Perhaps they might like:

- More greenery (ficus plants)
- More motivational posters
- Paintings
- Appreciation walls
- Different lighting



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