

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



## Follow-Through and Communication Are the Most Prized by Employers

In a research study conducted in 2023 by Efficiency and Organization, a question was posed to over 100 employers: Which lack of organizational and efficiency skills have the most negative effects on people's careers? Here are the top responses and percentages of total responses:

- Lack of follow-through 44%
- Not communicating effectively 37%
- Insufficient Time management 32%
- Poor decision-making or untimely decision-making 30%
- Ineffective collaboration 29%

Follow-through and time management are essential in life, especially in the workplace. Both of these concepts involve prioritization, which is focusing on the most important tasks and projects first, no matter how undesirable doing them may be. "Some tasks you can put lower in your list, but that doesn't always mean that they can be ignored for days. When you do get to that task, you need to treat it with the same urgency and respect as you did the first item on your task list," says Kristen Hallagan, educator.

These are all skills that can be learned, developed, and perfected quickly to succeed at work! Systems in everyday life, including work and business, can be created and maintained. As long as a person is intentional and serious about making change, the change will occur.

The most important thing to do is to decide to change, set goals, and write specific action plans to realize those goals. Here is a very helpful article to read on following through:

**Importance of Having Strong Follow-Through Skills to Succeed**



# How to Develop Strong Follow Through Skills

Have any of these situations ever happened to you?

- Missed a deadline
- Were not ready by the time an event started
- Ran later than expected on a task or project due to planning missteps
- Procrastinated and scrambled last minute to throw things together to finish a project or task
- Got called out for saying you'll do something and did not
- Did not reply to emails on time
- Did not return calls on time
- Felt disorganized and overwhelmed
- Wished you could have more efficient processes in place

If you answered YES to one or more of these questions, you are not alone. In a 2023 survey conducted by Efficiency and Organization, almost half the people surveyed stated how important it is to have strong follow-through skills.

What does it mean to have follow-through skills?

Essentially, it's about keeping your promise to yourself and others: Doing what you say you will do in a timely manner. For example, if you tell someone, "I'll call you within the next 15 minutes," you need to call within 15 minutes. If you tell someone, "I'll have that done by the end of day today," you have to have it done before the end of the day.

Here are some ways to build better follow-through skills to finish everything you start and achieve more success at work, home, school, business, and all other aspects of life:

1) Develop robust systems and routines at home, work, school, and all other aspects of life. Here are examples:

-continue on next page

COMING SOON!

April

TAX DAY  
APRIL 15

EARTH DAY  
APRIL 22

EASTER  
APRIL 20

May

MOTHER'S DAY  
MAY 11

MEMORIAL DAY  
MAY 26

ALSO...  
GRADUATION MONTH

MANY SPRING  
FESTIVALS TAKING  
PLACE

# How to Develop Strong Follow Through Skills (continued)

HERE ARE 10 SYSTEMS AND ROUTINES YOU CAN IMPLEMENT TO BECOME MORE ORGANIZED AND USE YOUR TIME MORE EFFICIENTLY.

- **WAKE UP AT A CERTAIN TIME EACH DAY (AS EARLY AS YOU CAN POSSIBLY WAKE UP).**
- **LOOK AT THE TOP 3 TO 5 PRIORITIES THAT MUST BE DONE DURING THE DAY.**
- **GROOM AND DRESS FOR SUCCESS AS QUICKLY AS POSSIBLE TO AVOID WASTING TIME.**
- **USE A PLANNER TO ORGANIZE YOUR DAILY PROCESSES, MEETINGS, AND OTHER ACTIVITIES.**
- **USE LISTS OR POST-IT NOTES. CROSS OFF EACH TASK THAT GETS ACCOMPLISHED (OR THROW AWAY THE POST-IT NOTE).**
- **HAVE AN ORGANIZED WORKSPACE WHERE YOU CAN KEEP TRACK OF PRIORITY TASKS AND ACTIVITIES FIRST.**
- **HAVE SET TIMES FOR CHECKING EMAILS.**
- **HAVE A BRIEF, AND SET TIME TO CHECK SOCIAL MEDIA.**
- **30 MINUTES BEFORE YOU FINISH WORK, START CLEANING UP AND PLANNING FOR THE NEXT DAY.**
- **HAVE A NIGHTLY ROUTINE THAT HELPS YOU UNWIND, RELAX, AND PREPARE FOR THE NEXT DAY.**

2) **LIMIT AND AVOID DISTRACTIONS AND PROCRASTINATION WHILE TRYING TO GET THINGS DONE, NO EXCUSES. GET SOME STRATEGIES BY READING THESE ARTICLES:**

- **HOW TO LIMIT DISTRACTIONS AND STAY FOCUSED TO GET THINGS DONE**
- **15 SPECIFIC WAYS TO OVERCOME PROCRASTINATION TO BECOME MORE EFFICIENT**

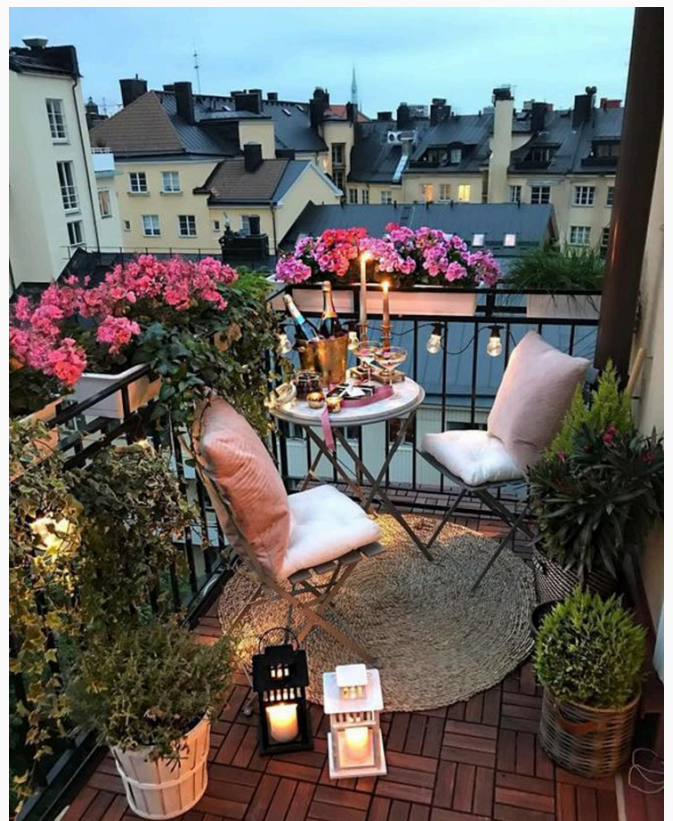
3) **SET GOALS TO BECOME MORE SELF-MOTIVATED AND SELF-DISCIPLINED. HERE ARE EXAMPLES:**

- **I WILL FOCUS ON GETTING UP TO 5 PRIORITY TASKS AND PROJECTS EACH DAY THAT MUST BE DONE BEFORE THE END OF THE DAY.**
- **I WILL MAKE LISTS OF THINGS THAT I NEED TO DO EACH DAY AND FOCUS ON THE TOP 3 TO 5 PRIORITIES WITHOUT GETTING DISTRACTED.**
- **I WILL SET DEADLINES FOR MYSELF ON TASKS AND PROJECTS THAT NEED TO GET DONE.**

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

# 12 Examples of Cozy and Inexpensive Balconies and Small Patios

Click on any of the photos to be directed to the article with all examples and 8 tips for decorating and reorganizing on a budget.



# 25 Useful and Practical Mother's Day Gifts to Give as Siblings

- Juicer
- Vacuum cleaner - like Roomba
- Pantry organizing set
- Herb garden bed for the backyard or patio
- All-in-one printer and scanner
- Coffee bar cabinet
- Traveling bag/suitcase set
- Gardening tool kit
- Electric slicer for the kitchen
- Espresso machine
- Margarita maker
- Hair dryer or hair curler
- Decorative folding chairs for the yard
- A small fridge or cooler for the backyard
- Ergonomic chair for the home office
- Decorative pillows for the sofas
- Outdoor hanging plants
- Personalized door mat
- Hanging egg chair
- Stand mixer
- Towel set for one of her bathrooms
- Sourdough bread starter kit
- Solar garden outdoor statues
- Bluetooth speaker
- Charcuterie board gift set



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

# Latest Videos

Click on each image to be directed.



## MOTIVATION CORNER

Busy bees make honey, but productive bees make a hive.  
Don't just buzz around; create something that lasts.

FELECIA ETIENNE

[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)

“Don't watch the clock; do what it does. Keep going.

-Samuel Levenson

# How to Use Time Effectively on Weekends

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If you are super busy, you probably have much to do on the weekends. Because the work week can be so hectic, we rely on the time we have on weekends to catch up, knock out chores, finish important work, complete projects, and rest. There is so much to do and often not enough time. Every minute must be used efficiently. You work on being as productive as possible to maximize your time.

## 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

If a task is enormous, break it into smaller parts. For instance, if cleaning the house is a large task, break it into 2 parts. You can say clean kitchen and bathrooms as one task, then clean bedrooms as a second task.

## 2) Catch up on exercise.

## 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

## 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

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

# 35 Spring SMART Goals Ideas

Make this Spring the best one yet by choosing up to 3 of these SMART goals to work on for the next 3 to 5 months. You'll live more purposefully and intentionally knowing you have direction. Once you select the goals, write some specific daily and weekly things you can do to reach them.

1) I will do a thorough Spring cleaning of my home and workspace before the end of May.

Spring cleaning is one of the best things you can do for yourself and your spaces. Read this article for tips on starting and completing your project: [Spring Cleaning and Decluttering Tips](#)

2) I will visit a farmer's market once each month in Spring.

3) I will visit a winery at least once this Spring to enjoy time with family, friends, or loved ones.

4) I will take a local community college or adult school class to learn and improve my skills.

5) I will read at least one book each month in Spring.

6) I will do 1 redecorating project at home. Redecorating can include some of the following:

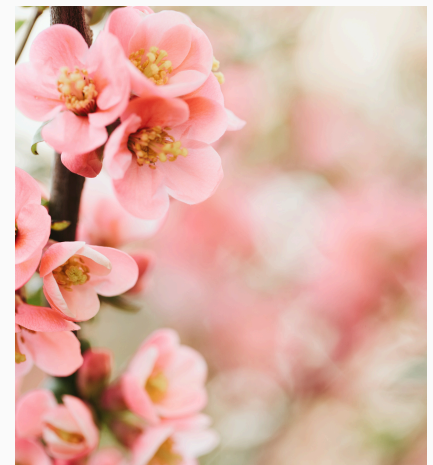
- Re-painting
- Installing a ceiling fan
- Changing the flooring
- Adding new wall art
- Changing the furniture
- Getting small decorative items, such as fake plants

7) To get ahead of my finances, I will put aside \$100 per month in an emergency savings plan during each month.

8) I will update my resume and letter of introduction to start looking for better job opportunities in the Spring.

9) Before the end of June, I will make a vision board that captures everything I want to have and accomplish within the next 5 to 10 years.

10) I will visit a theme park this season to have fun and enjoy the weather.



[CLICK HERE TO READ THE ARTICLE WITH ALL 35 GOAL IDEAS.](#)

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# 35 Spring SMART Goal Ideas

Make this Spring the best one yet by choosing up to 3 of these SMART goals to work on for the next 3 to 5 months. You'll live more purposefully and intentionally knowing you have direction. Once you select the goals, write some specific daily and weekly things you can do to reach them. These will be your action steps. You can download the form below by clicking on the image or [HERE](#). This template from Efficiency and Organization may help you to stay organized with your goal setting and achieving process.

1) I will do a thorough Spring cleaning of my home and workspace before the end of May.

Read this article for tips on starting and completing your project: **Spring Cleaning and Decluttering Tips**

2) I will visit a farmer's market once each month in Spring.

3) I will visit a winery at least once this Spring to enjoy time with family, friends, or loved ones.

4) I will take a local community college or adult school class to learn and improve my skills.

5) I will read at least one book each month in Spring.

6) I will do 1 redecorating project at home.

Examples:

- Re-painting
- Installing a ceiling fan
- Changing the flooring
- Adding new wall art
- Changing the furniture
- Getting small decorative items, such as fake plants

For more on tips and strategies to get organized with your project, check out this article: **Remodeling and Redecorating a Girl's Room in Boho Style**

Even though it is written for a girl's room, the ideas and tips can be applied to other redecorating projects around the home.

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# Spring SMART Goal (Continued)

- 7) To get ahead of my finances, I will put aside \$100 per month in an emergency savings plan during each month.
- 8) I will update my resume and letter of introduction to start looking for better job opportunities in the Spring.
- 9) Before the end of June, I will make a vision board that captures everything I want to have and accomplish within the next 5 to 10 years.
- 10) I will visit a theme park this season to have fun and enjoy the weather.
- 11) I will run or hike twice a month during the 3 Spring months.
- 12) I will start an herb garden on my patio or balcony.
- 13) I will attend one or more sporting events, such as baseball or basketball.
- 14) I will reorganize my entire closet to bring out Spring and Summer clothes and shoes and put away winter wear.
- 15) I will pay off at least \$500 of my debt this season to continue feeling financially stronger throughout the rest of the year.
- 16) I will spend an entire afternoon or weekend redecorating or replanting the front of my house in Spring motifs.  
Decorations could include the following:
- Outdoor plants
  - Lights
  - Decorative yard signs
  - Decorative pillows for benches
  - Outdoor chairs or sofas
  - Outdoor rugs
- 17) I will cut my daily carb intake by 50% for the entire Spring season.

[CLICK HERE TO READ THE ARTICLE IN ITS ENTIRETY WITH ALL 35 IDEAS.](#)