

Efficiency and Organization

July 2026

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



30 Ways to Be More Productive Each Day

There are so many positive aspects to becoming more productive. Here are some of them:

- More achievement
- Purposeful living
- More satisfaction
- Stronger sense of control
- Success in personal life or work life or both!
- Stronger reputation
- More confident
- Skills can apply to a variety of aspects of life

Here are tips for being more productive every day. Productivity yields outcomes. Choose no more than 3 of these ideas to implement immediately and develop into a daily routine.

- 1) Wake up with the mindset to have a productive day.
- 2) The night before you go to bed, make a list of things you need to do the next day, then prioritize them.
- 3) Do the undesirable tasks first to get them out of the way.
- 4) Do the most challenging tasks first to get them out of the way.
- 5) Break large, daunting tasks into smaller units that you can work on accomplishing each day.
- 6) Block out noise around you as much as possible to stay focused.
- 7) Use wait times wisely.

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30 Ways to Be More Productive Each Day (cont'd)

- 8) Use downtime wisely.
- 9) Make smaller decisions more resolutely and without overthinking.
- 10) Do not postpone small things that could be accomplished now within a few seconds.

Instead of telling yourself, "I'll put this away later," or "I'll get that later," do it now! If something is simple to do within seconds, like washing a dish, throwing something in the trash, or putting an item away where it belongs, do it now instead of putting it off.

- 11) Create a work environment that boosts your productivity.

- Limit nearby noise.
- Limit the number of notifications that distract you.
- Maximize natural lighting.
- Work in a comfortable climate (neither too warm nor too cold).
- Remove distracting photos and wall art.
- Keep your spaces decluttered.

- 12) Work standing up.
- 13) Use a timer.
- 14) Set your own deadline and do not walk away from your workstation until a deadline is met.
- 15) Gamify your to-do list to motivate yourself to keep working.
- 16) Use a planner with a calendar.
- 17) Fight distractions and stay on task.
- 18) Do time-blocking, even for very short 15-minute increments.
- 19) Find shortcuts to completing easy tasks.

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

COMING SOON!

July

JULY 4
INDEPENDENCE DAY
(US)

FIFA WORLD CUP
FINAL
JULY 21

WORLD AUTISM DAY
APRIL 2

EASTER
APRIL 5

August

BACK- TO-SCHOOL
SEASON

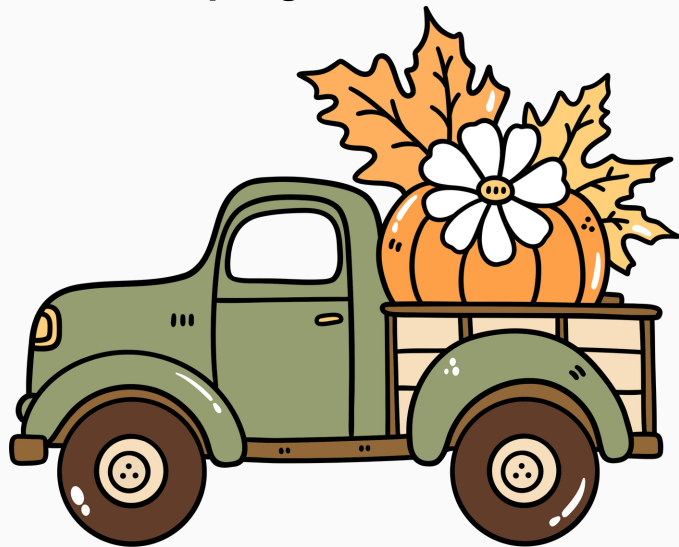
GOAL-SETTING TIME
FOR THE FALL

PREPARE FOR FALL

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.
- 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.
- 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.
You can do a quick research on Pinterest, Google, or Yahoo on bulbs or flowers to plant in the Fall so they can bloom in the Spring. Here are some suggestions:

- Daffodils
- Harlequin flowers
- Hyacinth
- Iris
- Tulips
- Peonies
- Lillies
- Mums
- Pansies



- 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.

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

25 INEXPENSIVE IDEAS FOR MOTIVATING YOUR TEAMS AS A LEADER

1) Begin meetings by giving out 1 to 3 certificates to employees who went above and beyond on a specific task or project.

Certificates cost very little to print. Being recognized in front of peers will give employees months, if not years, of positive memories and connections to their workplace

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

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

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

5) Celebrate employees' milestones, like birthdays and work anniversaries.

6) Create an employee-of-the-month program.

7) Offer employees the opportunity to leave work early whenever possible.

8) Celebrate employees on social media.

If you have a social media page or newsletters (content that's publicly visible), recognize the employees there. Praising them for their work can speak volumes to the employee on the receiving end.

9) Verbalize to employees that things may not be perfect within your organization, but that you are a team and a work family.

10) Email your supervisors to let them know what a great job a colleague is doing (specifically).



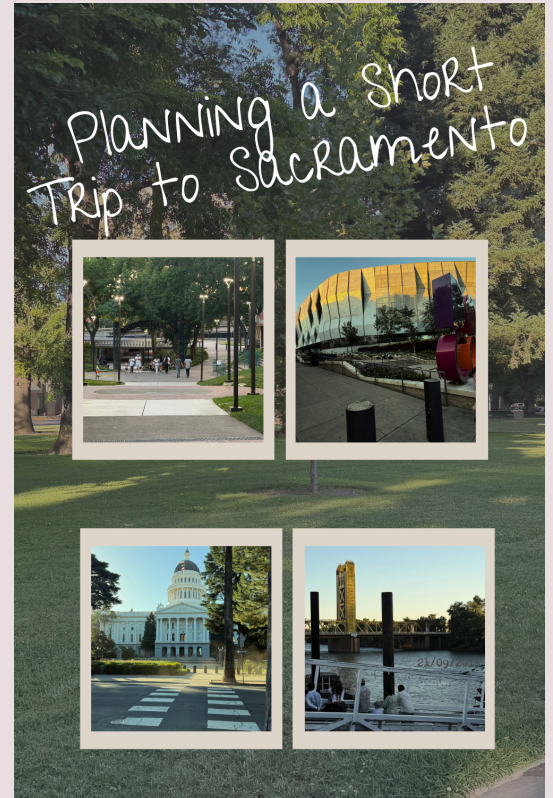
[CLICK HERE TO READ THE ENTIRE ARTICLE](#)

Helpful Videos

Click on each image to be directed.



Helpful Tips for Planning



Inexpensive Reward Ideas for Students

- 1) Skipping the odd numbers on an assignment or homework
- 2) Taking them out to lunch or recess for an extra 5 minutes
- 3) Fun "brain break" activity for the last 5 minutes of class
- 4) Positive note sent home
- 5) Sweet treat (candy)
- 6) Class store "money"
- 7) Treasure chest toy selection (even for middle school and high school students)
- 8) Donated stuffed animals
- 9) Fun stickers
- 10) 30 minutes of fun outdoor time
- 11) End-of-the-week reward: root beer float
- 12) If possible, ask parent volunteers to come and help you with this. It will be fun and memorable for the students. Students will earn points throughout the week and have a fun reward at the end.
- 13) End-of-the-week reward: one hour of a movie and popcorn (movie that connects to current lessons)
- 14) End-of-the-week reward: ice cream or a doughnut
- 15) End-of-the-week reward: hot cocoa and cookie day
- 16) An individual bag of chips or a cookie earned at the end of the week
- 17) Extra credit opportunity
- 18) Whole-class game using Kahoot or Blooket
- 19) Goodie bag
- 20) Participation in a field trip
- 21) Memorable time outdoors - making fresh pancakes or hot dogs for the students



TRAVEL IDEAS AND TIPS: START PLANNING AND PREPARING!

On Efficiency and Organization's website, as well as on Ruzannahernandez.com, you'll find some helpful articles on travel locations and planning for travel. Here are links to some to check out:

[How to Plan and Organize a Short Family Trip to New York City](#)

[Visiting Vancouver, Canada, with the Family for a Short Stay](#)

[First Time Visit to Cities of San Antonio and Austin](#)

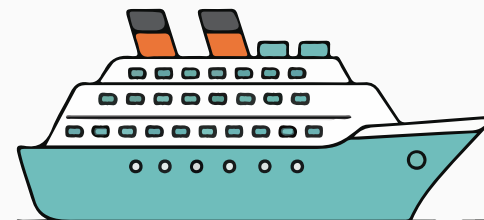
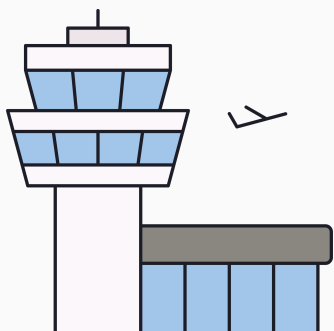
[Planning a Short Getaway to Quebec, Canada](#)

[Planning for a Short Trip to Sacramento, California](#)

[12 Steps to Planning and Organizing a Vacation or Getaway](#)

[Spending More TIME WITH THE FAMILY by Planning and Scheduling](#)

[Planning ANNUAL FAMILY VACATIONS: Ideas for Places to Visit](#)



25 Time Management Techniques at Work

The trivial things that take up time and space and do not add value to a person's life must be avoided, putting more effort and energy towards things that matter and make a difference. Focusing on important tasks and activities will yield stronger outcomes. This is true for the workplace and at home.

Here are 25 time management techniques. Choose up to 3 to implement immediately. Do not attempt to do too many to avoid feeling overwhelmed. Make small, incremental changes over time to increase your efficiency and productivity.

1) Focus on finishing the most undesirable and most challenging tasks first.

Do the undesirable tasks first so you can put them out of your mind for the rest of the day. Once you have your to-do list, put the priorities next to each item. Then, focus on the high-priority items, but do the least desirable ones first. Get them out of the way!

Just like undesirable tasks, challenging tasks are also easy to avoid and to procrastinate on. To increase personal productivity, tackle the most difficult tasks first before addressing any other items on your to-do list for the day.

2) Prioritize your to-do list.

3) Break large tasks into smaller, more manageable parts.

4) Organize your physical space.

5) Use wait times and down times wisely.



Whenever you are waiting in line, think of ways to use that time wisely and efficiently. Can you respond to emails while you wait? Can you call a customer service line to ask a question about a bill? Can you delete items from your inbox? Can you set appointments? Use wait times and downtime productively.

6) Use a timer.

7) Find shortcuts that cut the time you spend on doing things without sacrificing quality.

8) Complete low-stakes tasks faster but accurately.

9) Manage energy levels effectively throughout the day.

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

27 Ways Students Can Prepare to Go Back to School This Fall

Here are some helpful tips and ideas for returning to school this Fall. Select 3 to 5 to focus on which resonate with you the most. Write them in your planner and calendar to hold yourself accountable for following through in an organized manner.

1) Manage your time effectively.

Time management is crucial to your success as a student, given your busy schedule. You must attend classes, complete assignments, prepare for exams, work on projects, collaborate with others, attend tutoring sessions, and more. How do you manage it all? What do you do for effective time management? Here are some tips:

- Prioritize daily tasks and focus on them above all else.
- Every minute counts, so avoid activities like scrolling through social media that do not contribute to your academic success.
- Use a timer.
- Use a digital or paper planner with a calendar to schedule your hours and minutes ahead.
- Avoid time guzzlers.
- Avoid procrastination and work on assignments early.
- Break large projects and assignments into smaller parts.
- Work on tasks that require intense focus in small increments.
- Do time-blocking.
- Make critical decisions about how you are spending your time (reduced time spent at parties, shopping, etc.).
- Study during your most energetic time of the day.
- Wake up earlier if you need quiet time to study.
- Establish morning, afternoon, and evening routines.

2) Make school a priority.

The only way to give it your all and focus on school is to make it one of your top priorities. Remember, school is not forever. You must ensure that your family and friends understand the importance of prioritizing your education. This means the following:

- No vacations on school days
- No skipping school just because it's your birthday
- No watching favorite TV shows days before a test or a large paper is due
- No going to friends' houses and staying there for hours and hours instead of being home to work on assignments
- No scrolling through social media when important school work must be completed
- No spending time gossiping about other students when you can use the time more wisely
- No daydreaming about the past and procrastinating

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