

# Efficiency and Organization

## July 2025

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



## 25 Ways to Be More Efficient at Work

Here are some helpful tips and strategies to increase efficiency at work. 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) Waking up with the mindset to have a productive work day.
- 2) Making a to-do list and crossing off tasks that are accomplished.
- 3) Focus on finishing the most undesirable and most challenging tasks first.
- 4) Break large projects and tasks into smaller ones and focus on accomplishing each part individually.
- 5) Have organized spaces.
- 6) Use wait 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 as productively as possible.
- 7) Combining tasks for effective multitasking.
- 8) Scheduling tasks by time-blocking.
- 9) Use a timer to stay on task.



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# 25 Ways to Be More Efficient at Work (cont'd)

10) Find shortcuts.

Find faster and better ways to do things. In other words, find shortcuts. Here are some examples:

- Instead of printing 20 pages and then highlighting a sentence, consider highlighting on the computer and then printing in color.
- Texting instead of calling. Using shorter responses like TY instead of thank you.
- Using AI to help you proofread work.
- Learning shortcuts on the computer, such as Ctrl + Z to undo what you wrote or Ctrl + Z to erase it.
- Emailing instead of setting up an in-person meeting.
- Holding quick standing meetings instead of "sit-down" meetings.
- Creating uniform workflow systems.

11) Manage energy levels effectively throughout the day.

12) Have a plan not just for the day, but for the entire week.

13) Stay disciplined with your calendar, planner, and schedule.

14) Make simple decisions more resolutely and stop overthinking.

15) Do not postpone small things that could be accomplished now within a few seconds.

16) Turn off all notifications when focusing on critical tasks and projects.

To read the entire article, click [HERE](#).

COMING SOON!

July

CANADA DAY  
JULY 1

INDEPENDENCE DAY  
JULY 4

SUMMER BREAK FOR  
MANY STUDENTS

BACK-TO-SCHOOL  
SHOPPING

August

BACK TO SCHOOL FOR  
MANY STUDENTS

BEGIN TO PREP FOR  
FALL SEASON

FALL GOAL SETTING

# 17 Ways of Dealing with Failure and Building Resilience

Here are some helpful tips and strategies to build resilience after experiencing a recent failure. 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 for what you need to do to move forward and become more resilient.

1) Be mindful of your thoughts; self-coaching is essential! Be kind to yourself. Tell yourself things like the following:

- **I can do this.**
- **I just need to work through things one at a time.**
- **I will chip away at the tasks until I finish.**
- **This, too, shall pass.**
- **One hour at a time; one minute at a time.**
- **Go, go, go!**
- **Do work!**
- **Focus, focus, focus!**
- **I'm going to push through this.**
- **I must stay on mission.**



Repeat these types of coaching positive self-talk phrases in your mind to push away negativity and be guided by positivity, even when things are tough. Giving yourself pep talks will help you become more mentally strong. Even in the face of adversaries, you can stick to your plans and goals if you keep talking yourself up.

2) A morning mindset is key to rebuilding resilience after a setback: Tell yourself that you are going to have a great day.

3) Write down 3 things you will do this week to reach your goals, despite the fear of re-failing.

Develop a vision for the life you want, then plan backward. It's to have the direction for a better life you want to live. Have a vision, then write some SMART goals.

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# 17 Ways of Dealing with Failure and Building Resilience (cont'd)

4) Play music that will soothe, inspire, and motivate you.

Music has an incredible way of helping to make people feel more relaxed, inspired, and motivated. When your thoughts are getting the best of you and you feel negative, play music that will help you stay focused on your plans and tasks.

5) Seek help from people you trust.

6) Start journaling to help identify common mistakes and repeated errors.

It's nice to talk to a trusted friend or family member to bounce ideas off of them. It's also highly worthwhile to keep a journal. Keep a detailed account of what happened so you can start to see patterns in where you're making mistakes and which ones you're repeating too often.

7) Look for role models. Use them as inspiration to push forward after a significant setback.

8) Write a detailed plan for your next steps after experiencing failure.

9) Create a vision board of your past accomplishments to boost your confidence and build resilience.

A vision board is intended to represent how you envision yourself in the future. It is meant to help you visualize your goals and aspirations, bringing them from the mind into the physical world by creating a poster.

10) Read self-help books and watch self-help videos.

Filling your world with positivity and focusing on self-help will help you accomplish and achieve faster. Instead of knocking yourself down after experiencing failure, build yourself up. One way is to read self-help books and watch self-help videos.

11) Work on your outward projection.

12) Focus on small wins.

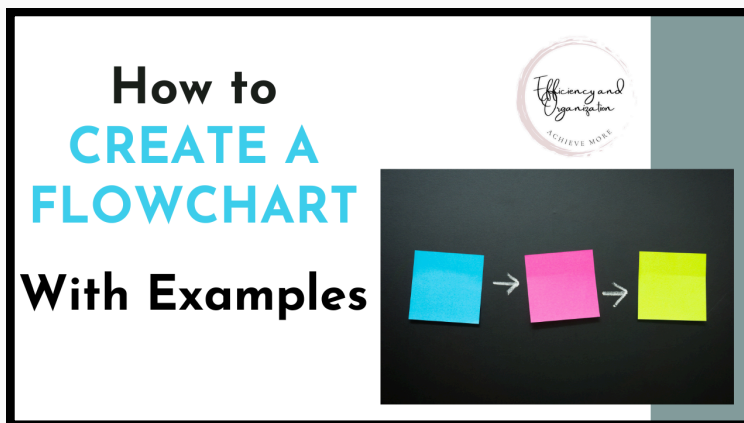
CLICK [HERE](#) TO READ THE ENTIRE ARTICLE.





# Latest Videos

Click on each image to be directed.

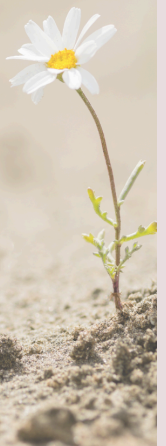


## MOTIVATION CORNER

**IT'S BETTER TO TRY SOMETHING AND FAIL THAN NOT TO TRY AT ALL. AS LONG AS YOU LEARN FROM THE FAILURE, YOU WIN. LET THOSE EXPERIENCES HELP PROPEL YOU TO A BETTER TOMORROW.**

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**There are strategies you can try to combat the fear of failure after a major setback to become more resilient.**



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**50% is planning.  
50% is following through  
on the plans.**

**The challenge for most people is not the planning; it's consistently following through on their plans.**

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# How to Create a Positive Environment at Work | 25 Ideas and Tips

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Here are some helpful tips and ideas for creating a positive work environment. 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) Show genuine interest in your coworkers and employees.

Learn about your coworkers by practicing active listening to foster meaningful connections. There are probably things you have in common. You can learn from and support one another. Social connection is one of the biggest drivers of happiness. Since you spend most of your time awake at work, fostering meaningful relationships is crucial to your overall well-being.

## 2) Avoid gossip, office politics, and cliques.

You can put a lot of effort into building strong, positive relationships with coworkers and have those efforts wasted by gossiping, getting involved in office politics, and joining cliques. These are ways you can destroy the trust you build with people. Watch who you are speaking with and the topic of your discussion. Pretend that everything you say will be broadcast to everyone. With this mindset, you'll be mindful of what you say, when you say it, and to whom you say it.

## 3) Greet people walking by you; acknowledge their presence.

So often nowadays, we stare at our telephones and iPads, not really paying attention to those around us. It would be a kind gesture to make short eye contact with people around you and nod or smile to indicate that you see them—you know they exist. This small gesture of just nodding at someone or making slight, friendly eye contact can go a long way toward showing positivity in the workplace.

-Click [HERE](#) to read the entire article.



# 15 Email Writing Tips for Students (that we can all learn from)

1) Write your subject lines intentionally so that retrieving an email that was sent or received is easy. Here are 3 examples of good subject lines that, if searched, can be retrieved easily:

Due date for Martin Luther King Jr assignment  
Attending the seminar for women's empowerment  
Scale factor assignment

Subject lines should not be complete sentences and should not be too long. However, they should contain enough detail to not only inform the reader about what it is, but also to allow you to easily retrieve it in the future if needed.

2) Begin emails with proper salutations.

Do not begin emails with "Hey," because the teachers and professors are professionals, not friends. Mention their names when you email them. Here are some examples:

Hello Mr. James,  
Hi Dr. Sibring,  
Dear Ms. Jabez,

Mention the person's name because simply saying "Hello" is impersonal. Bring that human touch into the email but still maintain professionalism by writing their name in the salutation.

3) Use punctuation marks when needed and sparingly.

Students have a tendency to either not use punctuation marks at all, or use too many. For example, they would write an email message that says, "Can I have an extra day to finish and turn in my assignment on foundation skills in coding" without a question mark at the end, without a salutation, and without a proper signature line. This may be somewhat acceptable when emailing a friend, but not a teacher or a college professor. The email should begin with a proper salutation, have punctuation marks, and a signature line to close.

Sometimes, instead of no punctuation, you see emails with too many, such as, "Can I have an extra day to finish and turn in my assignment on foundation skills in coding???" The writer is trying to convey emotion in the email, but it's not appropriate when sending to a teacher or college professor.

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

# 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.](#)



# Comfortable Shoes for Professional Women: 7 Tips

If you're a professional woman seeking comfortable yet stylish shoes, follow the tips below to find the perfect pair.

1) Get shoes that are half a size or 1 full size bigger.

If you walk a lot, it's recommended that you get a half size or full size larger shoes so your foot has wiggle room. For instance, if your size is 7.5, get 8.0 or 8.5.

2) You have to be comfortable with the height of the heel.

Do not risk falling or getting hurt at work because of high heels. High-heeled shoes are beautiful and stylish, but not necessarily suitable for work.

3) Choose shoes in a "wide" size for a better fit.

If you try a wide fit and then a regular fit, you'll see the difference immediately. If you are mobile during the day, your foot needs room inside the shoe to feel comfortable. Try the "wider size and see how it feels.

4) Be careful with the fabric and material.

If you have ever bought shoes that looked and felt comfortable in the store, but didn't work out after wearing them for just one full day at work, you're not alone! It's difficult to find shoes that feel good and look good. When you see brands and styles that work for you, stick to them. For example, Anne Klein makes shoes that look great and feel great. If you try out the brand and it works, stay with it and continue to purchase from the brand.

5) Once you find the right shoes, get neutral colors to mix and match easily. To maintain a professional appearance at work, consider having just a few pairs of shoes to save money by recycling them over time. As long as you keep them clean, you can wear the identical 5 or 6 pairs of shoes all year. Here are some suggestions when it comes to shoes:

- Get neutral colors.
- Keep them clean.
- Try them on for comfort before buying if you tend to move around a lot at work.
- Wear closed-toe shoes.
- As much as you can, stay away from sandals.



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



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

## 17 Tips for Teachers for Back-to-School

- 1) Prepare the classroom walls.
- 2) Organize the classroom.
- 3) Rethink having a desk in the classroom.
- 4) Arrange student desks to facilitate collaboration each day.
- 5) Look at your pacing guides and curriculum.
- 6) Start backward-planning.
- 7) Prepare your first day "getting-to-know-you" lessons.
- 8) Prepare the lessons for the first week of school.
- 9) Evaluate your classroom management plan.
- 10) Have classroom supplies ready.
- 11) Write your emergency sub plans.
- 12) Work on your syllabus.
- 13) Develop 3 to 5 SMART goals for the new year.
- 14) Write out your calendar for the year with important dates and holidays.
- 15) Make any necessary adjustments to your wardrobe.
- 16) Analyze students' data.
- 17) Research activities to enhance your lessons and make them more engaging.



## SMART GOALS TO IMPROVE YOUR MENTAL HEALTH

- 1) I WILL PRACTICE DAILY GRATITUDE BY WRITING 10 OF MY BEST ATTRIBUTES AS A PERSON OR THINGS I AM GRATEFUL TO HAVE IN MY LIFE.
- 2) I WILL ENGAGE IN SOME FORM OF PHYSICAL EXERCISE FOR AT LEAST 30 MINUTES EACH DAY, WHICH CAN HAVE A POSITIVE IMPACT ON MY MENTAL HEALTH.
- 3) I WILL READ ONE SELF-HELP BOOK EACH MONTH FOR THE NEXT 12 MONTHS.
- 4) I WILL CREATE A DAILY LIST OF TASKS I WANT TO ACCOMPLISH EACH DAY AND CELEBRATE MY ACHIEVEMENTS IF I CAN COMPLETE 75% OR MORE OF THEM.
- 5) I WILL PRACTICE RELAXATION TECHNIQUES 5 TIMES A DAY, ESPECIALLY WHEN I FEEL MYSELF GETTING STRESSED OR ANXIOUS.
- 6) I WILL VOLUNTEER ONCE A WEEK OR EVERY OTHER WEEK AT A LOCAL ORGANIZATION, GIVING AND RECEIVING IN RETURN, GAINING SATISFACTION AND FULFILLMENT FROM THE PROCESS.
- 7) 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.
- 8) I WILL DO COUNSELING OR THERAPY AT LEAST ONCE A WEEK FOR THE NEXT 3 MONTHS.
- 9) I WILL PRACTICE MEDITATION, PRAYING, OR YOGA FOR 15 MINUTES A DAY FOR THE NEXT 3 MONTHS TO ASSESS THE IMPACT ON MY OVERALL MENTAL HEALTH.
- 10) I WILL DO ONE THING EACH WEEK THAT HELPS GET ME CLOSER TO NATURE.
- 11) I WILL DO AT LEAST ONE CREATIVE PROJECT EACH WEEK.
- 12) I WILL DEVELOP HEALTHY MORNING, AFTERNOON, AND EVENING ROUTINES TO STICK TO FOR THE NEXT 3 MONTHS.
- 13) I WILL COACH MYSELF UP THROUGHOUT THE DAY FOR THE NEXT 3 MONTHS.
- 14) I WILL LISTEN TO MUSIC THAT HELPS SOOTHE MY SOUL, MOTIVATES, OR INSPIRES ME EACH DAY.
- 15) I WILL CLEAN AND ORGANIZE MY ROOM, HOME, AND WORKSPACE DAILY.
- 16) I WILL WATCH A COMEDY MOVIE OR A SHOW DAILY TO BOOST MY MOOD AND HELP ME LAUGH MORE.
- 17) I WILL TRY USING A MEDITATION APP DAILY.
- 18) I WILL AVOID ALL DRUG AND CIGARETTE USE, AND LIMIT MY ALCOHOL CONSUMPTION FOR THE NEXT 6 MONTHS.
- 19) I WILL DO AT LEAST ONE KIND THING FOR OTHERS AT WORK EACH WEEK.
- 20) I WILL ENGAGE IN ONE RELAXING OR SELF-CARE ACTIVITY EACH DAY.



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## WHAT ARE THE BENEFITS OF BECOMING MORE EFFICIENT AT WORK?

- Achieving more in less time and feeling good about yourself
- Feeling accomplished
- Focus on what's important
- A boost of self-confidence
- Staying more engaged with the work
- Better reputation
- More opportunities
- Feeling fulfilled
- Improved morale
- Stronger self-discipline



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## EFFECTIVE WORK ROUTINES AND HABITS

- ARRIVE A FEW MINUTES EARLY EACH DAY TO ENSURE A SMOOTH START.
- HAVE THE HIGH-PRIORITY TASKS READY TO START AS SOON AS YOUR DAY BEGINS.
- STRETCH FOR A FEW SECONDS THROUGHOUT THE DAY AS YOU TRANSITION FROM ONE TASK TO ANOTHER.
- LEAVE PERSONAL CALLS AND TEXTS FOR BREAKS.
- SCHEDULE BREAKS.
- USE A NOTEBOOK TO HAVE A RUNNING TO-DO LIST.
- KEEP EMAILS BRIEF AND TO THE POINT.
- WORK ONLY ON HIGH-PRIORITY TASKS OR GOALS.
- DEVELOP STRONG WORK RELATIONSHIPS SO YOU CAN ASK FOR HELP FROM OTHERS WHEN NEEDED.
- SCHEDULE TO CHECK AND RESPOND TO EMAILS EVERY 2 HOURS TO HAVE TIME FOR FOCUSED WORK IN BETWEEN.
- USE TEMPLATES FOR CHECKLISTS AND TO-DO LISTS.
- HAVING SUPPLIES ON HAND AND NEAR THE WORKSPACE.
- USE AI TO PROOFREAD EMAILS AND WORK BEFORE SUBMITTING.
- HAVING A FOCUSED LIST OF THINGS TO DO, ONE AFTER ANOTHER AFTER ANOTHER, TO TRANSITION FROM ONE TO THE NEXT EFFECTIVELY.
- CREATING SMOOTH TRANSITIONS FROM ONE TASK TO THE NEXT TO AVOID WASTED TIME.



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# Recommended Articles to Read for July

Click on each item to be directed to the article.

## 9 Ways to Organize Your Documents and Paperwork *at* HOME

- 1) Use an inbox.
- 2) Place all newly received documents away within 48 hours.
- 3) Documents should be scanned and stored on the computer in file folders to eliminate the need for physical copies.
- 4) Sort and place similar documents together with effective labeling.
- 5) Limit the number of individual folders you create for documents on your desktop.
- 6) If you must keep paper copies, use binders to store them or labeled file folders.
- 7) Declutter once a month if paperwork piles up.
- 8) Set a goal to have the top of your home office desk organized and completely decluttered, leaving only the documents you are currently working on.
- 9) Once a year, delete or shred old documents that are no longer needed.



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## ORGANIZING TIPS FOR ADMINISTRATIVE ASSISTANTS AND OFFICE STAFF

- 1) WRITE OUT A TO-DO LIST; DO NOT RELY ON YOUR MEMORY.
- 2) FOLLOW THROUGH ON EVERY TASK AND REQUEST PROMPTLY.
- 3) ORGANIZE YOUR WORKSPACES AND DECLUTTER!
- 4) USE A PLANNER WITH A CALENDAR.
- 5) USE A TIMER.
- 6) PRACTICE SELF-DISCIPLINE: DO NOT LEAVE AN AREA OR A WORKSTATION UNTIL THE MAIN TASKS ARE COMPLETED.
- 7) STAY ACTIVELY ENGAGED THROUGHOUT THE DAY.
- 8) FIGHT DISTRACTIONS TO STAY TASK-ORIENTED AND FOCUSED.
- 9) BE ON TOP OF YOUR EMAILS AND CORRESPONDENCE!
- 10) COMBINING TASKS FOR EFFECTIVE MULTITASKING.

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## Advantages of Having a Space at Home *for* EXERCISING

- You don't have to pay for a gym membership.
- You can exercise any time that's convenient for you.
- You don't have to be seen by others while you work out.
- You save time and money.
- You don't have to worry about child care.
- You can design your space however you see fit.
- Your family members can also use the workout equipment.

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## HOW TO HAVE STRUCTURES AS A SMALL BUSINESS OWNER OR SOLE PROPRIETOR

- Set up flow charts that explain processes with normal daily operations.
- Develop best practices to follow consistently.
- Have a mission plan and ensure that every decision aligns with it and supports it.
- Set up databases for new and existing clients.
- Develop well-written plans.
- Have set SMART goals.
- Have systems in place for accounts payable and accounts receivable.
- Have checklists.
- Be on top of inventory.
- Have an organized system for things in your workspace or work area.



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# 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 (figus plants)
- More motivational posters
- Paintings
- Appreciation walls
- Different lighting



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