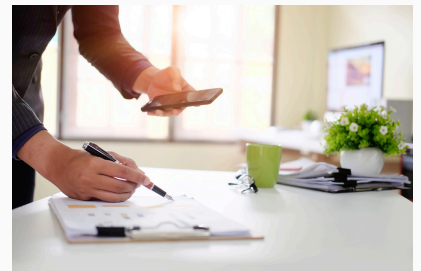


EFFICIENT, ORGANIZED, PRODUCTIVE... TIPS AND IDEAS FOR EVERYDAY LIFE



15 Ways to Be Disciplined Enough to Avoid Procrastination

- Do not leave an area or a workstation until the main tasks that need to be done get done.
- Block out time for a specific task or project so you do not get distracted by anything else that comes your way.
- Catch yourself in the act and train your brain to stop putting off small tasks.
- Be surrounded by people who are overachievers or anti-procrastinators!
- Get rid of distractions.
- Avoid time guzzlers, like game apps, social media apps, online shopping apps that take away the minutes, keeping you from accomplishing important tasks.
- Stop making an excuse for yourself that you are a procrastinator.
- Give yourself a reward every time you finish a task on time.
- Use a physical or electronic planner.
- Organize your physical spaces.
- When you are about to put off something, remember how much better you will feel if you do not procrastinate and work quickly and efficiently to get more done now, rather than wait until later.



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

How to Make the Home Office Comfortable and Functional

1The home office should have only essential and highly used furniture pieces.

Put away boxes of supplies and papers in cabinets and drawers to keep main spaces organized and decluttered.

The space should have just a few personal touches, such as plants, photos, and motivational quotes.

Do not use the office space to store other furniture, such as shoe racks, toys, containers for storage, etc.

Use wall colors that match your personality.

Use colors for electronics or office organizers that appease you!

Keep the drawers and cabinets sorted and labeled to easily retrieve items.

Keep just a few personal items around—just enough to make the space comfortable without cluttering.

Throw out the trash daily and put away all cleaning supplies.

Use a desk organizer to keep everything compact, such as writing tools, Post-it notes, and paper clips.



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

COMING SOON!

February

**BLACK HISTORY
MONTH**

**GROUNDHOG DAY
FEBRUARY 2**

**SUPERBOWL
FEBRUARY 9**

**VALENTINE'S DAY
FEBRUARY 14**

**PRESIDENTS' DAY
FEBRUARY 19**

March

**WOMEN'S HISTORY
MONTH**

**INTERNATIONAL
WOMEN'S DAY
MARCH 8**

**DAYLIGHT SAVINGS
MARCH 9**

**FIRST DAY OF SPRING
MARCH 20**

WORKSPACE ORGANIZATION

Strong organizing skills are essential in today's fast-paced world. Some tasks need to be completed accurately, deadlines must be met, and communication needs must be addressed. If you work in a busy office, you know that having organized systems, routines, and spaces is vital to successfully completing tasks, projects, and assignments. Make a list of things you need to clean and organize at work. Here are sample items to include:

- Drawers of desk
- Cabinets
- Top of the desk
- Inbox
- Email inbox
- Shipments/boxes of items received
- Computer desktop
- File cabinets
- Supply shelves



Before leaving your workspace at the end of the day, make sure it is completely organized and ready for the next day. Use a **CHECKLIST** to remind you of the things you need to put away and organize for 60 days. After 60 days, you'll remember them automatically and will not rely on a list anymore.

[Click HERE to read an article on CHECKLISTS.](#)



How to Begin Each Day with the Right Mindset



HERE ARE 15 WAYS TO BEGIN EACH DAY WITH THE RIGHT MINDSET. START BY INCORPORATING 1 OR 2 OF THESE FOR AT LEAST 60 DAYS TO TURN THEM INTO DAILY HABITS AND ROUTINES. PRINT AND POST THE ONES YOU CHOOSE AND POST SOMEWHERE HIGHLY VISIBLE TO REFER TO EACH MORNING.

- E1) Tell yourself that you are going to have a great day.
- 2) Remind yourself of 3 things you are grateful for today.
- 3) Think of 1 to 3 things you will do today to help you reach your goals.
- 4) Visualize how you will look and feel once you achieve your goals.
- 5) Plan the day and get organized.
- 6) Have 3 priority tasks to focus on during the day.
- 7) Read 1 to 3 motivational quotes.
- 8) "Coach" yourself up!

Think of what coaches do with sports teams. They talk up the players. They motivate and inspire them. They get them to believe in themselves even when their self-esteem is low, and self-doubts are high. This is what you need to do with yourself each morning. Coach yourself up to boost your mood and self-confidence. Coach yourself and your thoughts to have that "You can do it" attitude to push through the day successfully.

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

How to Be More Efficient Each Day: 7 Simple Tips!



Decide what you do daily that does not add value or unnecessarily steal minutes from you that you cannot return. Curtail or eliminate to make time for other things. The minutes count if they add up. For example, you might discover that saving 5 minutes each day for 6 days on grooming will give you an additional 30 minutes on Sundays to go walk, do yoga, or exercise! Again, the minutes add up and must be used wisely!

Here are 7 examples of things you can do differently:

- Save 1 hour each week on scrolling through social media to use that time to exercise.
- Save 30 minutes each day playing games on my phone to read, play games, and have conversations with my friends and family.
- Save 10 minutes each day deciding on outfits and make an extra hour each week for job searching.
- Leave work on time to save 3 hours each week for studying and school-related activities.
- Cut down on grooming time to get an additional 1 hour each week to explore side business options.
- Wake up at least 30 minutes earlier than usual and do things that you would do later in the day - food prep, pet care needs, home chores, budgeting, etc.
- Spend 10 minutes the night before to write down 3 to 5 things you want to accomplish the following day.

How to **STAY ORGANIZED at **WORK** with Many Demands, Tasks, Requests Coming Your Way**



15 Ideas for Celebrating Valentine's Day with People Around You

1. Make or buy small cupcakes, write names on them, and cute Valentine messages to distribute to make their day!
2. Give everyone around you a helium balloon with a Valentine's message or even one flower!
3. Buy small teddy bears from the local dollar store and attach a balloon or a Valentine message.
4. Buy or plant a small succulent in a pot to give as a gift to coworkers and friends.
5. If you know how to do creative things, like knitting or using the Cricut machine, make something personalized for the people in your life!
6. Take a chocolate fondant or nacho cheese & chips to your coworkers or students to enjoy!
- 7) Learn how to make homemade jam. Make the jam and fill in small containers to include a cute message.

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



Planning Ahead for Easter Celebration at Home

- 1) Plan for a meal, whether it's breakfast, lunch, or dinner on Easter Sunday.
- 2) Think about church events and activities you might want to attend during Easter week.
- 3) Search for indoor and outdoor ideas for decorating.
- 4) If you are hosting a celebration at your home, list items you need to purchase to start preparing.
- 5) Plan the day's entertainment and activities, whether an Easter Egg Hunt or watching movies to rest and relax.

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



Latest Videos

Click on each image to be directed.

HOW TO BRAINSTORM

Brainstorming
for any project,
idea, or task to
SUCCEED



How to Have a Good Presentation in PowerPoint That's **ENGAGING** and **MEMORABLE**



How to Professionally and Properly Prepare an **ENVELOPE** (Mailers or Mailouts)



Is it worth getting **EARTHQUAKE INSURANCE** in California?



MOTIVATION CORNER

“

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

-Samuel Levenson

“

Stay committed to your
decisions, but stay
flexible in your
approach.

-Tony Robbins

@efficiencyandorganization

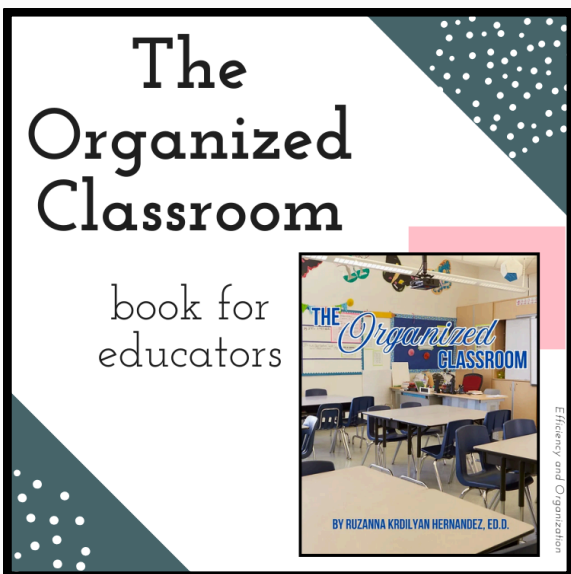
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Tomorrow
belongs to
those who
prepare for it
today.

-African Proverb

Helpful Downloadable Documents & Templates

Click on each image to be directed to the webpage.



How I Plan to Reach My Reading Goals This Year

Here are my strategies for reaching my reading total this year. Implement any of them that would benefit you in your life.

1) I set a SMART goal of reading at least 8 books in 12 months.

2) I buy the books I am going to read in advance.

3) I get books for a variety of reasons. Some to read for pleasure and others for growth and development.

4) I stay disciplined with my goals (including reading goals) and hold myself accountable for reaching them.

5) I build in time when it's most convenient for my schedule.

[CLICK HERE TO SEE ALL 7 STRATEGIES.](#)



Valentine's Day Inspired Workspace Supplies

CLICK ON EACH IMAGE TO BE DIRECTED TO THE SPECIFIC PRODUCT ON AMAZON.



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12 Ways to *Build Relationships with Students*

- 1) Display student work.
- 2) Share class achievements.
- 3) Speak about their accomplishments in front of the entire class.
- 4) Walk around constantly while students practice and work in class to help and give advice.
- 5) Show them how proud you are of their work, based on evidence.
- 6) Develop parental pride in student accomplishments.
- 7) Develop pride in improvement.
- 8) Show students you noticed they were absent and genuinely worried about them.
- 9) Scold and discipline the student outside the classroom, not in front of peers.
- 10) Show forgiveness.
- 11) Give timely and actionable feedback.
- 12) Show a positive attitude and smile at the door.

efficiencyandorganization.com/educators



BENEFITS OF BEING MORE PRODUCTIVE

- Less procrastination
- More achievement
- Stronger focus
- Purposeful living
- Stronger self-confidence
- Less stress
- Better reputation
- More satisfaction
- Stronger sense of control
- More efficiency
- Reaching more goals
- Better leadership qualities
- Being successful in personal and professional life



Visit and subscribe:

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Living Without Regrets page

CLICK ON EACH OF THESE INFOGRAPHICS TO BE DIRECTED TO THE WEB PAGES TO READ MORE ON EACH TOPIC FOR SELF-GROWTH, SELF-IMPROVEMENT, AND SELF-DEVELOPMENT.

Benefits of Developing *Strong* **WORK ETHICS**

- Completing tasks on time
- Reliability
- Better reputation
- Productivity
- Self-satisfaction
- Stronger self-confidence
- Career advancements
- Attaining larger life goals
- Having focus and determination
- Powerful self-discipline
- Setting an example for others



efficiencyandorganization.com

Benefits of Using Checklists at Work

- More accuracy
- Less chance of forgetting details
- Improves clarity
- Helps with productivity
- Increases accountability
- Helps with meeting deadlines
- Efficient processes
- Free the mind
- Help relieve stress
- Provide consistency and discipline
- Better communication
- Better quality
- Standardizing processes



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