

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



### 13 Ways of Organizing the Home Office on a Budget

- 1) To save money on office decor, hang only one or two personal items on the walls or the top of the desk and remove all others.
- 2) Save money by not cluttering the top of the desk with too many accessories and unessential items.
- 3) To save money on furniture, scan and save most documents on a flash drive and the computer's hard drive.
- 4) To avoid buying things you don't need and already have, the drawers and cabinets must be labeled, and items must be neatly stacked in categories that are easy to retrieve.

Take some time to organize your drawers and cabinets. Add labels to categories. Here are some suggestions:

- Copier paper
- File folders
- Manila folders
- Tape
- White-out
- Envelopes
- Supplies that are pertinent to the work you do

- 5) If you don't have enough cabinet or file storage space, get one stackable paper tray organizer.
- 6) Use electronic or digital checklists to save money on Post-Its and paper.
- 7) Get rid of items you have not used in more than a year by selling or donating them.

[CLICK HERE TO SEE THE REST OF THE ARTICLE.](#)



# 9 Categories for Organizing Financial Documents

## 1) Insurance

Types of insurance policies include the following:

- Home
- Renters
- Condo
- Auto
- Life
- Health
- Bonds (if necessary)

## 2) Utility or monthly bills

Keep a folder to collect your monthly bills and utility bills.

- Telephone
- Electric
- Water
- Trash/sewage
- Telephone
- Internet
- Car payment notice
- Insurance payment notice

## 3) Paystubs and income-related documents

## 4) Tax documents

## 5) Investment or retirement documents

- 401K plans or retirement plans
- Annuities
- Pensions
- Stock/mutual fund investments
- Long-term savings accounts or CDs (certificates of deposit)
- Stocks

[CLICK HERE TO SEE THE REST OF THE ARTICLE.](#)

**COMING SOON!**

# March

**WOMEN'S HISTORY  
MONTH**

**INTERNATIONAL  
WOMEN'S DAY  
MARCH 8**

**DAYLIGHT SAVINGS  
MARCH 9**

**FIRST DAY OF SPRING  
MARCH 20**

# April

**AUTISM AWARENESS  
DAY  
APRIL 2**

**TAX DAY  
APRIL 15**

**EARTH DAY  
APRIL 22**

**EASTER  
APRIL 20**

# For Students: How to Study for a Math or Science Test

Read all of the practical tips. Select up to three to put into daily practice immediately. Do not select more to avoid feeling overwhelmed. Write the 3 you choose on a piece of paper and post them somewhere highly visible to keep at the center of your attention. Stay organized with your processes, and use a planner to jot down your next steps and strategies. Reflect each night on your progress to celebrate your successes and make adjustments the next day if needed.

1) Do backward planning. Get the test date, then use your planner to schedule daily study time.

2) As you redo the problems on your test review guide, time yourself!

3) Make flashcards of problems and questions to review repeatedly. You can use these cards when you are:

- Waiting in a line
- Sitting as a passenger in a vehicle
- At a nail or hair salon
- Sitting in a waiting room
- While on break at work

4) Study in a quiet area where you can focus.

5) Form a study group.

6) Your test study guides are a key resource!

7) Take small mental breaks to break the monotony and refocus.

8) Attend additional study sessions offered by the teacher or professor.

[CLICK HERE TO READ ALL 13 TIPS.](#)

Handwritten math work on lined paper. The work shows a derivative calculation. The expression  $(t-6)^3 - 3t$  is written, followed by its derivative  $(t-6)^2 - 3$ . The final result is  $(t-6)^3 - 3t$ . A red circle with "A+" and the word "Excellent!" is written over the work.

# 39 Ways to Reuse Mason Jars (Recycling Mason Jars)

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One of the best ways to save money (while using your creative DIY skills) is to take items you purchase and recycle the containers. Mason jars are examples. We often buy foods that come in these glass containers. These include the following:

- Jams
- Preserves
- Honey
- Pickled foods
- Jellies
- Maraschino cherries
- Vinegar
- Oil
- Spices

How can we reuse those jars? Here are some ideas for ways you can use mason jars creatively. Take a few of the ideas and put them to use! Do some DIY projects to get crafty and creative.

- 1) Storing homemade jams and preserves
- 2) Centerpieces for parties
- 3) Homemade candle holders
- 4) Pen and pencil holders
- 5) Office supply holders (push pins, paper clips, rubber bands, etc.)
- 6) Gifts

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



# Planning Ahead for Easter Celebration at Home | Ideas and Tips

To make the most out of the holidays like Easter, start planning to get organized in advance. There are many advantages to planning holidays and events in advance, including:

- Having less stress
- Saving more money on purchases
- Making memorable experiences
- Sending invitations out in time (if necessary)
- Not missing any details last minute

- 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. Here are some ideas for what you can make or purchase:

- Flower or plant vases
- Wall decorations
- Tabletop decor
- Coffee table top decor
- Mantle decor
- Door wreaths
- Candle holders
- Pillows for sofas
- Table runners
- Vignettes
- Garlands



- 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 FOR THE REST OF THE HELPFUL TIPS.](#)

# 10 Ideas for Celebrating St. Patrick's Day with the Family

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- 1) Hang a few decorations outside your office or home door to bring the spirit of the holiday alive.
- 2) Have an article of clothing ready for yourself & family members for March 17th to get in the spirit and holiday mood.
- 3) Get a social media post pin ready to send out the morning of March 17 to wish everyone well.
- 4) Read about how St. Patrick's Day became a celebration the day before March 17.
- 5) Get ingredients in advance to make soda bread.
- 6) If you are a parent or a teacher, tell your kids or students about the contributions the Irish have made to the world, and as immigrants in the US.
- 7) Participate in a run/marathon taking place in your city (or plan a walk/run at your local park).

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



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



# Latest Videos

Click on each image to be directed.



**2 Key Things to Pay Attention to for Effective  
TIME MANAGEMENT  
at WORK**



**Ideas for  
EMPLOYEE APPRECIATION  
and  
EMPLOYEE RECOGNITION**

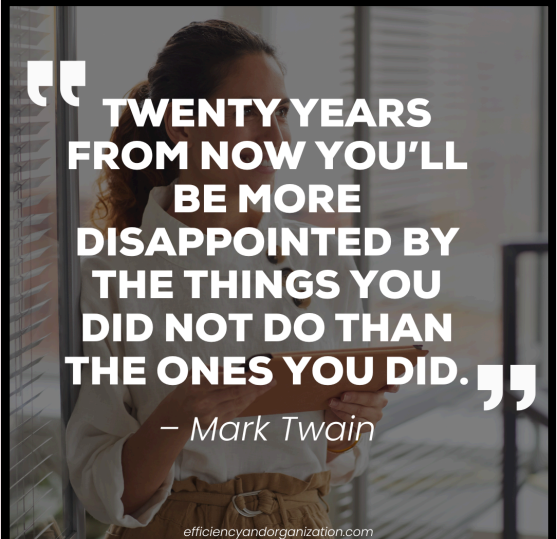
**How to Professionally and Properly Prepare an  
ENVELOPE  
(Mailers or Mailouts)**



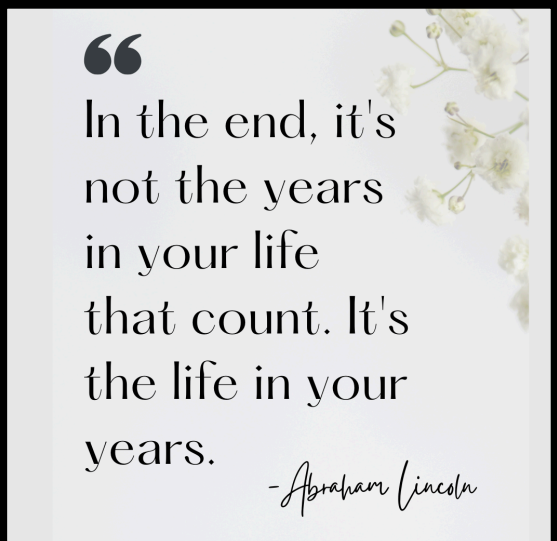
**How to Do Basic  
MAIL MERGE  
for Mailers  
(Mailouts)**



## MOTIVATION CORNER



**“ TWENTY YEARS FROM NOW YOU’LL BE MORE DISAPPOINTED BY THE THINGS YOU DID NOT DO THAN THE ONES YOU DID. ”**  
— Mark Twain  
efficiencyandorganization.com



**“**  
In the end, it's not the years in your life that count. It's the life in your years.  
— Abraham Lincoln

**Understand and accept that you will have to make sacrifices to achieve your goal. If you are willing to pay the price, however high, you may be surprised by what you get in exchange. Pay the price.**  
**DANNY YAMASHIRO**  
EFFICIENCYANDORGANIZATION.COM



# 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:

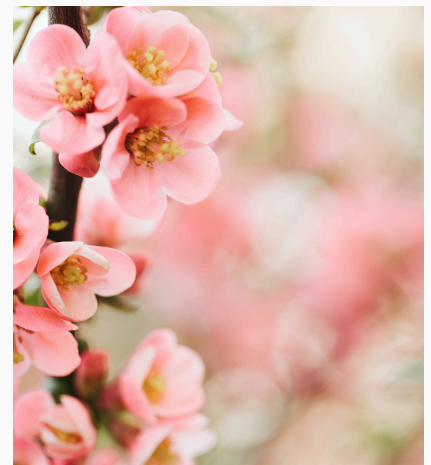
- Re-painting
- Installing a ceiling fan
- Changing the flooring
- Adding new wall art
- Changing the furniture
- Getting small decorative items, such as fake plants

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.](#)

# St. Patrick's Day Inspired Workspace Supplies

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

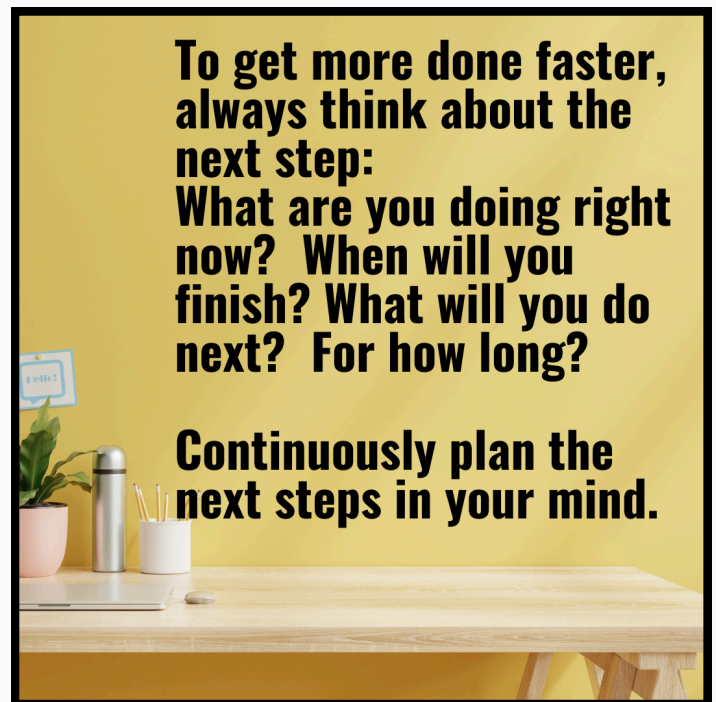


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