

Efficiency and Organization

January 2025

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



60 SMART Goals for More Effective Workflow and Productivity

Read all 60 SMART goal ideas. Select up to 3 to put into daily practice immediately. Do not select more than 3 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. Reflect each night on your progress to celebrate your successes and make adjustments the next day if needed.

1. In the next 30 days, I will conduct a time audit to monitor my daily activities and make improvements.
2. I will wake up 30 minutes to 1 hour early each morning to finish a few things I would not have time for otherwise.
3. I will use an electronic or paper planner and calendar to start planning events, projects, and activities for the next 90 days in advance.
4. I will do 30-minute uninterrupted and undistracted time blocks for the next 30 days to work on major projects.
5. I will use a timer throughout the day and focus on high-priority tasks.
6. I will remove at least five of the time guzzlers from my daily schedule.
7. For the next 90 days, I will keep my email inbox clear and decluttered.



[CLICK HERE TO READ ALL 60 SMART GOALS.](#)

13 Ways to Celebrate the Lunar New Year

Read all of the practical tips and ways to celebrate. Choose 1 to 3 ideas to try this year. Do not select more to avoid feeling overwhelmed. Stay organized with your processes, and use a planner to jot down your next steps and strategies. Take pictures and spread the job on social media. The Lunar New Year is one of the first holidays in the new year. Kick it off with spirit and festivities!

- 1) Search for local parades or festivals to attend.
- 2) Clean the house!
Beginning on the 24th day of the 12th lunar month, Chinese people carry out a thorough 'winter cleaning' of their houses. This is called "sweeping away the dust" and represents a wish to put away old things, bid farewell to the old year, and welcome in the Lunar New Year. Use this tradition to do some of your own cleaning and decluttering!
- 3) Put up decorations.
- 4) Prepare and give "lucky envelopes" to kids, family, and friends.
- 5) Set off fireworks in your backyard.
- 6) Visit the cemetery to remember the dead.
The Lunar New Year celebration lasts up to 15 days. One of these days, families visit the tombs or gravesites of their loved ones. Use this tradition to visit the cemetery and pay your respects to your loved ones who have passed away.
- 7) Read or explore the Lunar New Year and other traditional celebrations.

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

COMING SOON!

January

NEW YEAR'S DAY
JANUARY 1

MLK DAY
JANUARY 20

LUNAR NEW YEAR
JANUARY 29

February

BLACK HISTORY
MONTH

GROUNDHOG DAY
FEBRUARY 2

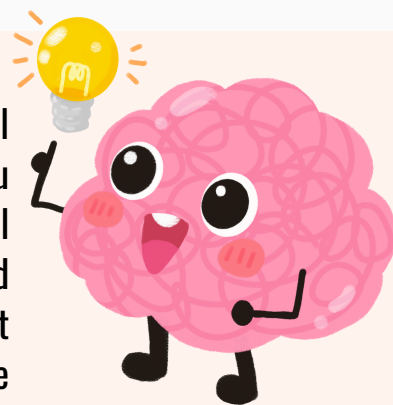
SUPERBOWL
FEBRUARY 9

VALENTINE'S DAY
FEBRUARY 14

PRESIDENTS' DAY
FEBRUARY 19

21 TIPS FOR SCATTERBRAINS

If you learn to plan, organize, and prioritize more, you'll follow through on things. People around you will trust you and consider you reliable. As a business owner, you will likely attract more clients. You will meet deadlines and generally be acknowledged as a responsible person. What are some tips and strategies to plan better, become more organized, and prioritize more effectively? Here are helpful tips and suggestions!



1) Write 1 main checklist to follow each day, not multiple ones.

2) Prioritize the items on your checklist.

Write H, M, or L next to each as you put things on your to-do list. H means high priority, M means medium, and L means low priority. Then, give all your focus, attention, and energy to the high-priority tasks! Once you write down your tasks and projects, set a priority order. You cannot do everything at once. Some things are more important than others. Use the following to come up with your priorities:

- How undesirable the task is
- Deadline of the task
- The impact of the task
- How closely the task is related to achieving an overarching goal
- How quickly the task can be accomplished (something that can be done in a few seconds)

3) Do not leave an area or a workstation until the main tasks have been completed.

4) Use a timer.

5) Develop systems and routines.

6) You can multitask effectively.



[CLICK HERE TO SEE ALL 21 TIPS.](#)

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.

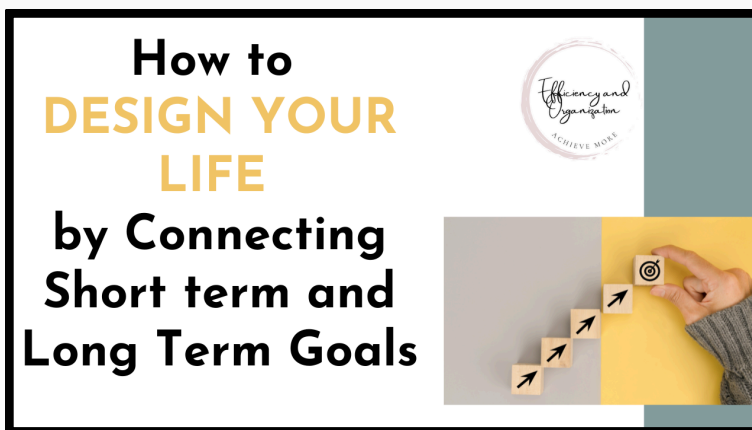
- E1) Tell yourself that you are going to have a great day.
- 2) Remind yourself of 3 things you are grateful for today.
- 3) Think of 1 to 3 things you will do today to help you reach your goals.
- 4) Visualize how you will look and feel once you achieve your goals.
- 5) Plan the day and get organized.
- 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.

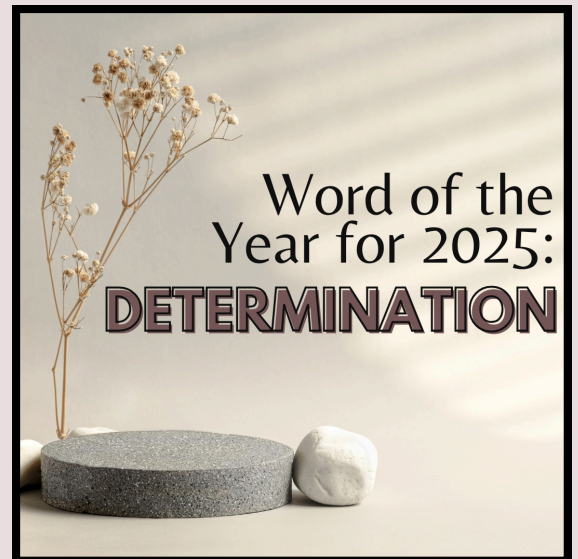
[CLICK HERE TO READ THE ENTIRE ARTICLE WITH ALL 15 TIPS AND STRATEGIES.](#)

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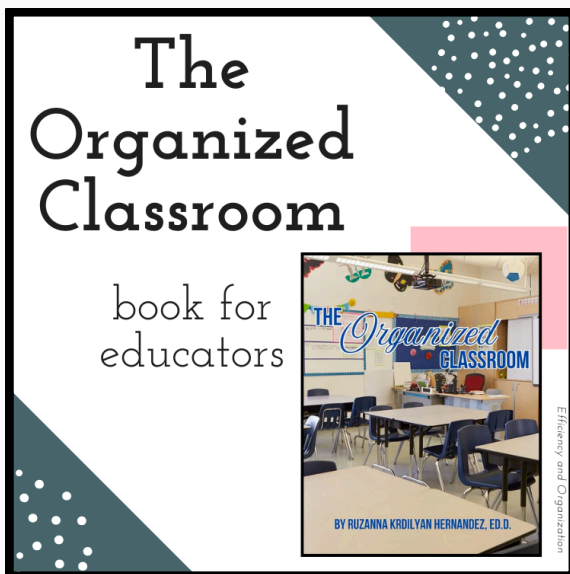


MOTIVATION CORNER



Helpful Downloadable Documents & Templates

Click on each image to be directed to the webpage.



How I Plan to Reach My Reading Goals This Year

7 Strategies for Reaching 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.](#)



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Make daily reading a priority for

- self-improvement
- enjoyment
- personal growth
- stress management
- professional development



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Mark your calendar for the new year with important events.

- Holidays
- Birthdays
- When to make dental and eye appointments
- Due dates of bills
- When to declutter your email
- How often to clean out your purse, wallet, or car




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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



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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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