

Efficiency and Organization

April 2021

MONTHLY RESOURCE GUIDE-NEWSLETTER

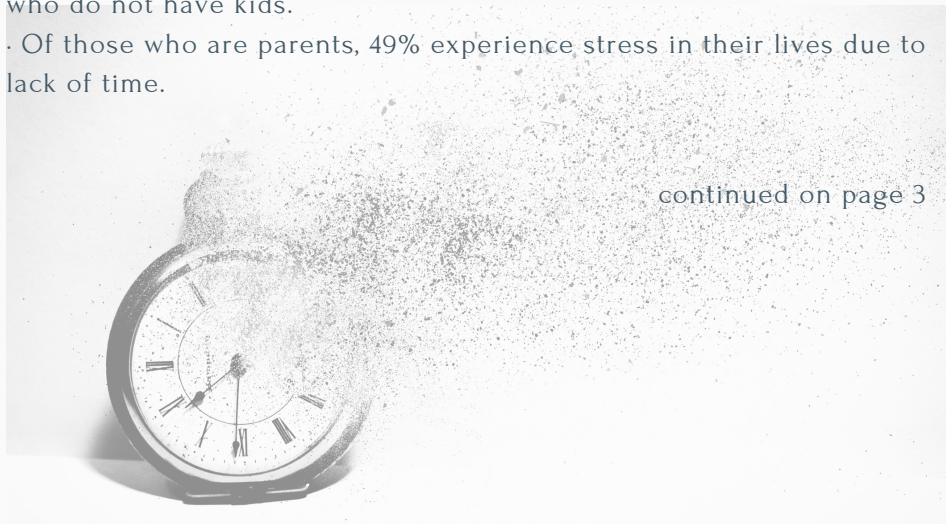


Why Saving Time is Important and 7 Easy Steps to Make it Happen

- During the day, how often do you feel overwhelmed?
- How many things do you put off doing each day because you do not think you have time?
- When you want to do something fun, like going for a hike, or visiting friends, taking on a new hobby, or going on a mini vacation do you skip because you do not think you have time?
- Have you been wanting to manage your time better, become more organized, more efficient with your time and energy, but not sure how?

Time is a finite resource. Those who do not have enough time in their day to do what they want are often more stressed than those who feel that they do have time. Here is some data from Gallup.com conducted in 2007 that may surprise you:

- 47% of Americans reported not having enough time to do what they want in life.
- 62% of parents struggle to find time during the day, compared to 38% who do not have kids.
- Of those who are parents, 49% experience stress in their lives due to lack of time.



This issue:

WHY SAVING TIME IS
IMPORTANT AND 7 EASY
STEPS TO MAKE IT HAPPEN

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PEOPLE CAN START
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10-STEP PROCESS TO
SPRUCE UP A PATIO OR
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Mother's Day Celebration Ideas - Creative Ways You Can Show Appreciation - Start Planning Now

- 1) If you have never sent her flowers or a box of chocolates before, this is a great year to do it and surprise her.
- 2) Help her sit and relax while you clean and declutter her yard, patio, garage, etc.
- 3) If your mom has passed away, donate money to a cause in her behalf - a cause she would have given to herself if she had been alive.
- 4) Early in the morning, drive to her place to decorate her door. If you live with her, decorate her bedroom door. This will surprise her tremendously.
- 5) Make her a small herb garden that would not take too much space from her yard, patio, or front porch.
- 6) Create a Power Point slide show for her to remind her how wonderful she is, especially if you have never done something like this before. You can even upload it on Youtube!
- 7) Buy her something that is customized with her name, like a coffee mug, or a bath robe.
- 8) Buy her a charm bracelet with the charms that symbolize all the things she loves in life. You can even buy just the chain and 1 charm with 1 spacer to add more in the future!
- 9) Pitch in with siblings to purchase her something that she has been wanting, like exercise equipment, or a new television set, or an appliance she has been eyeing.

Please [click here](http://efficiencyandorganization.com/personal-life) to visit efficiencyandorganization.com/personal-life and get 6 more ideas. Choose 1 or 2 that resonate most with you.



**COMING
SOON!**

**MAY 4
NATIONAL
TEACHER'S
DAY**

**STAR WARS
DAY**

**MAY 5
CINCO DE
MAYO**

**MAY 9
MOTHER'S
DAY**

**MAY 15
ARMED
FORCES DAY**

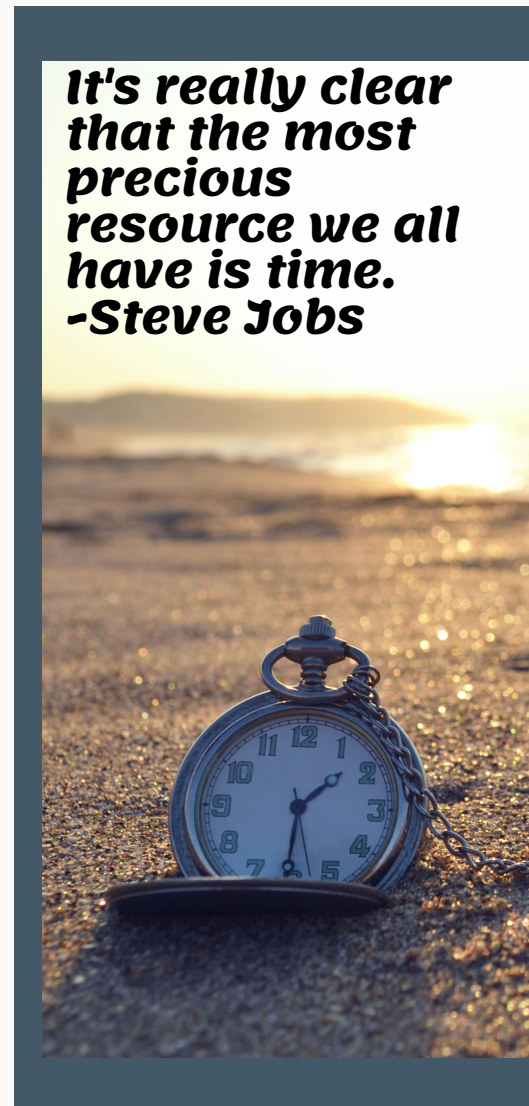
**MAY 31
MEMORIAL
DAY**

Why Saving Time is Important and 7 Easy Steps to Make it Happen (continued from page 1)

Time management, mental organization and physical organization are crucial skills to develop at a young age that would lead to more success in the future. Little time is given, however, to teaching kids what that entails. If a child is growing up in a household where time is not valued as well as it should be, and overall organization is lacking, it would be difficult for him to pick up on strategies and habits that would help him in his future.

- 1) Get a piece of paper and write down how much time you spend on what activity each weekday, and each weekend. The more detailed the schedule the better it will be.
- 2) Once all activities are tracked, write them down on a piece of paper, or use a template. Put the activities on the left side, and average how much time went to that activity each day. You can do this for 5 weekdays and 2 weekend days. Then, you can add up the activities spent on each.
- 3) Figure out what your main values and goals are in your life – choose 10.
For example:
 - Financial security
 - Entrepreneurship
 - Helping others
 - Rest and relaxation
 - Family
- 4) Put this list in order – most important to least important. Doing this will indicate which of your activities can be given the most time and which can be given the least time.

Please [click here](#) to read the rest of the article including steps 5, 6, and 7.



**It's really clear
that the most
precious
resource we all
have is time.
-Steve Jobs**

24 Ways in Which Everyday People Can Build Inspiring Legacies

If you were to pass away next week suddenly and unexpectedly, do you think those you leave behind will be inspired by the life you led?

Do you think celebrities are the only ones who build and pass on a legacy, or is it something we should all aspire to do?

Have you heard stories from your parents and grandparents about some of your ancestors who did amazing things before they died? Do their stories inspire you to think about what you want to leave behind when it is your time to depart from this life?

Legacy is for Anyone and Everyone

It is never too late to leave an impact upon the lives of others, even if it is just a small circle of friends and family. Think in terms of a eulogy; what can be said about you that would inspire the members of the audience there to pay their respects to you? Have you accomplished deeds and acts that will inspire and motivate those who are present to go out and pay it forward?

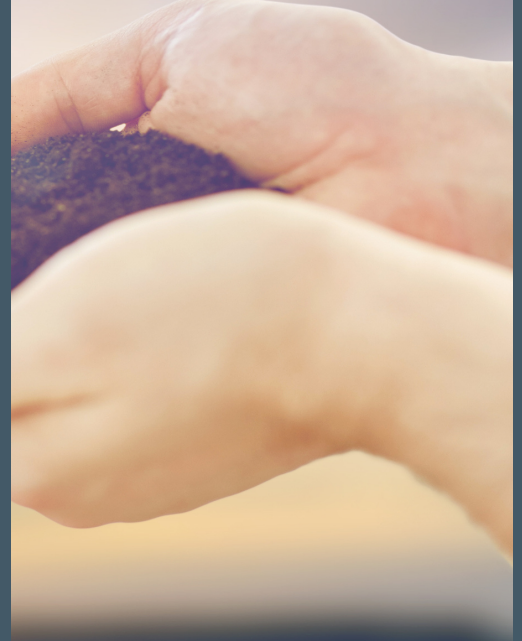
Writing in the planner and tracking progress will help you actually achieve your goals and strategies in an organized and systematic way. Here are 24 ways you can start building a legacy now.

1. Start preparing to run a marathon within the next two years. Prove to yourself and others that you can achieve something grand if you set your mind to it.
2. Finish your degree – whether it is a bachelor’s, a master’s, or a doctoral degree. Show your friends and family the power of perseverance and that no matter how old a person is, it is not too late to pursue an educational goal.
3. Start volunteering at an organization that means something to you. If time is a huge factor in your life, volunteer only once a month, or once every three months. You will show your close group of friends and family the importance of giving back.

Please [click here](#) to read the remaining 21 strategies and ideas - choose only 1 or 2 from the list to work on in the coming weeks and months.

What you leave behind is not what is engraved in stone monuments, but what is woven into the lives of others.

-Pericles



10-Step Process to Spruce up a Backyard or Patio on a Budget | Spring Time is the Best Time to Get Organized and Plan



1. Wash all patio furniture , and purchase some decorate pillows to put on chairs and sofas. This will help add some color and freshness to the outdoor living area.
2. Purchase some groundcover to cover any dirt areas. They take little water and grow over time. Ground cover is relatively inexpensive. You can buy it buy just a few quarts and see them spread quickly over a few weeks and months!
3. Take 30 minutes to 1 hour each day, especially on weekends, to remove old shrubs and weeds.
4. See if you can find some decorative rocks to put around plants and shrubs.
5. Ask friends and family for flower seeds, or potted plants/flowers. www.gemmaetco.com

[Please click here to visit the site to read the remaining 5 ideas to help you plan, organize, and stay on budget.](#)

Videos are
now available
on
Youtube.com.

Please search for Ruzanna Hernandez and subscribe to the channel. New videos are being posted every Saturday at 6 pm.



How to **STAY ORGANIZED** with **MULTIPLE PROJECTS** and **TASKS** using very simple-to-make **PROJECT FOLDERS**