

IDEAS, TIPS, STRATEGIES TO BECOME MORE EFFICIENT & ORGANIZED



5 Specific and Effective Ways to Prioritize Your To-Do List

1) The night before, write down everything that needs to be done each day.

Break everything into smaller pieces and steps you need to get done, however significant or trivial. You can keep home, school, and work-related matters together or separate.

2) Once you wake up and prepare for the day, determine the top 3 to 5 things that must be done before the day's end.

For example, of the list above, these 5 can be the most important to accomplish:

- Watering outdoor plants
- Finishing the last part of a project at work
- Make dental appointment
- Attend a work-related meeting
- Buy a card and gift card from the store

Focus on getting these done first - the sooner, the better! As you accomplish each, you'll have the confidence to keep going. You'll become more goal- and task-oriented throughout the day and the week! Design your morning and afternoon to determine which can be done first, second, and third.



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Effective Ways to Prioritize Your To-Do List (cont'd)

3) Stick to your plans throughout the day.

There will be many distractions throughout the day. You must evaluate how important it is to you to venture off and do other activities while avoiding the necessary ones (your high-priority tasks). Your self-discipline and self-motivation must kick in to compel you to stick to the plans for the day.

4) Gamify your priority list to stay motivated and on task.

One way to stay motivated to finish your daily high-priority tasks is by turning the process into a game you play with yourself! The object of the game is to accomplish the top 3 to 5 items on your list. You are one step closer to winning the game as you complete each one! You set the rules, and you play by your rules. Your game can be to accomplish 3 things. Your game can be to accomplish 5 things!

5) Evaluate at the day's end and make necessary adjustments.

At the end of the day, evaluate how well you did. Ask yourself these questions:

Did you tackle the 3 to 5 priorities that needed to get done?

Did you motivate yourself to tackle the undesirable tasks first?

Overall, did you successfully finish the tasks and chores you set out to finish?

Did you procrastinate at all or leave things for the next day?

What must you adjust to accomplish the following day's important tasks and major goals?

Evaluate how well you did and make adjustments. Avoid procrastination and if you get distracted by "shiny objects," bring your focus back to your priority list!

[CLICK HERE TO READ THIS ARTICLE IN MORE DETAIL ON EFFICIENCYANDORGANIZATION.COM.](http://EFFICIENCYANDORGANIZATION.COM)

COMING SOON!

April

AUTISM
AWARENESS DAY
APRIL 2

PASSOVER
APRIL 5 - 13

EASTER
APRIL 16

TAX DUE DEADLINE
APRIL 16

EARTH DAY
APRIL 20

ADMINISTRATIVE
PROFESSIONALS'
DAY
APRIL 26

May

MOTHER'S DAY
MAY 14

MEMORIAL DAY
MAY 29

7 WAYS TO BUILD BETTER FOLLOW-THROUGH SKILLS

1) Develop robust systems and routines at home, work, school, and all other aspects of life.

If you have a lot on your plate or many ideas for things you want to achieve in your life, having systems and routines is critical to your success. Otherwise, you are going to let things fall through the cracks unintentionally. It's hard to keep it all balanced in our busy lives. To develop systems and routines, think about what you do in the mornings, afternoons, and evenings. Instead of wondering each minute what you need to do, systems allow you to be consistent and well-planned.

2) Limit and avoid distractions and procrastination.

Unnecessary distractions and procrastination are the two worst enemies of productivity. Make up your mind to stop yourself by getting distracted unnecessarily (visitors stopping by to say hi at work, scrolling through social media posts, looking at emails all day long, shopping online, etc.) and leaving work you don't want to do until last minute. Be intentional about foregoing these habits to make positive changes.

3) Set goals to become more self-motivated and self-disciplined.

You often know what needs to be done but don't do it because you are lazy or not self-motivated. You know you need more self-discipline to accomplish everything you set out to do. Self-discipline forces you to hold yourself accountable.

4) Increase communication.

If you don't think you will meet a deadline, if you need help with a project, you can use some support or guidance, be sure to speak up! Do not wait until it's too late! Whether planning a party, organizing a retreat, working on a project at work, organizing a volunteer activity, or spearheading a task for school or your business, communicate with others where you are in the process and ask for help. If you communicate along the way, people will not be caught by surprises and will most likely help you in the process.

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Latest Videos

3 WAYS TO ORGANIZE TIME AND MANAGE TIME VERY EFFECTIVELY TO ACCOMPLISH MORE DURING THE DAY



HOW TO BE MORE DECLUTTERED, ORGANIZED, AND PRODUCTIVE IN LIFE | TIPS AND IDEAS #26-30



TEACHER DESK MAKEOVER IDEA THAT'S UNIQUE & AWESOME INCREASE ENGAGEMENT & IMPROVE CLASS MANAGEMENT



Build Better Follow-Through Skills (cont'd)

5) Become highly organized using lists, planners, calendars, etc.

Use lists, a calendar, and a planner for all your tasks, projects, events, and to-do activities. Plan as much as possible, even if distractions and new things get thrown your way. Plan using checklists and accomplish as many of the tasks on your planner, calendar, and list as possible.



6) Have an accountability partner.

Have someone you trust to work with to hold each other accountable. Stay in touch throughout the day to learn what activities and tasks you are working on and what needs to be accomplished first. Work on holding each other accountable for priority tasks.

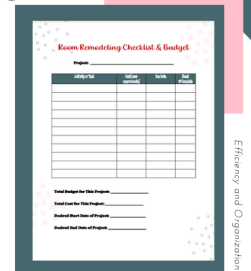
7) Break large tasks into smaller, doable parts and gamify undesirable activities.

However difficult or undesirable they may be, large projects and tasks are important to manage to finish on time.

[Click here to read on this topic and get awesome and helpful infographics.](#)

Click on each of these downloadable documents to be directed to the Products page of Efficiency and Organization.

Room Remodeling and Redecorating Checklist



Five-Year Goal Setting Template

Creating a roadmap for where you want to be in the future



Checklist to Use for Any Project or Plan

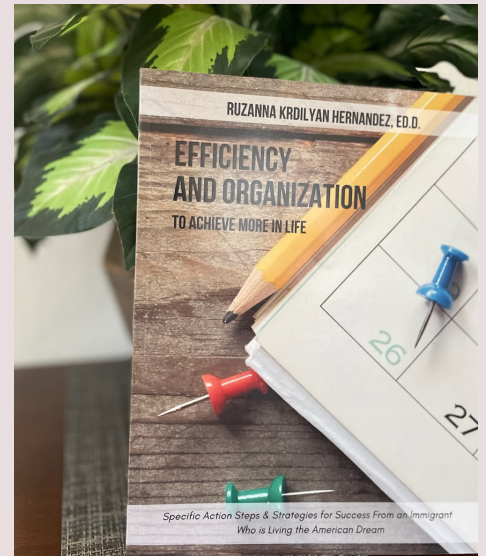
in 3 formats:
PDF (pretty version)
MS Word
MS Excel



10 Practical Ways to Communicate More Effectively at Work

- 1) Communicate with people if you need help with something specific.
- 2) Let your close work associates know if you are not in the right mood for health or personal reasons.
- 3) If there is a strong possibility a deadline will not be met, let supervisors know.
- 4) Talk about your preferred communication style with others.
- 5) Remember that smiles and a pleasant demeanor go a long way.
- 6) Offer help if you see those around you needing help to keep up with their workload.
- 7) Give positive feedback and acknowledgment to your colleagues.
- 8) Stay away from cliques and groups that tend to gossip, criticize, and complain.
- 9) Show genuine care and interest in others.
- 10) Be mindful of your body language, mood, and tone when talking to people, especially when you are stressed or tired.

[CLICK HERE READ THE DETAILED ARTICLE.](#)



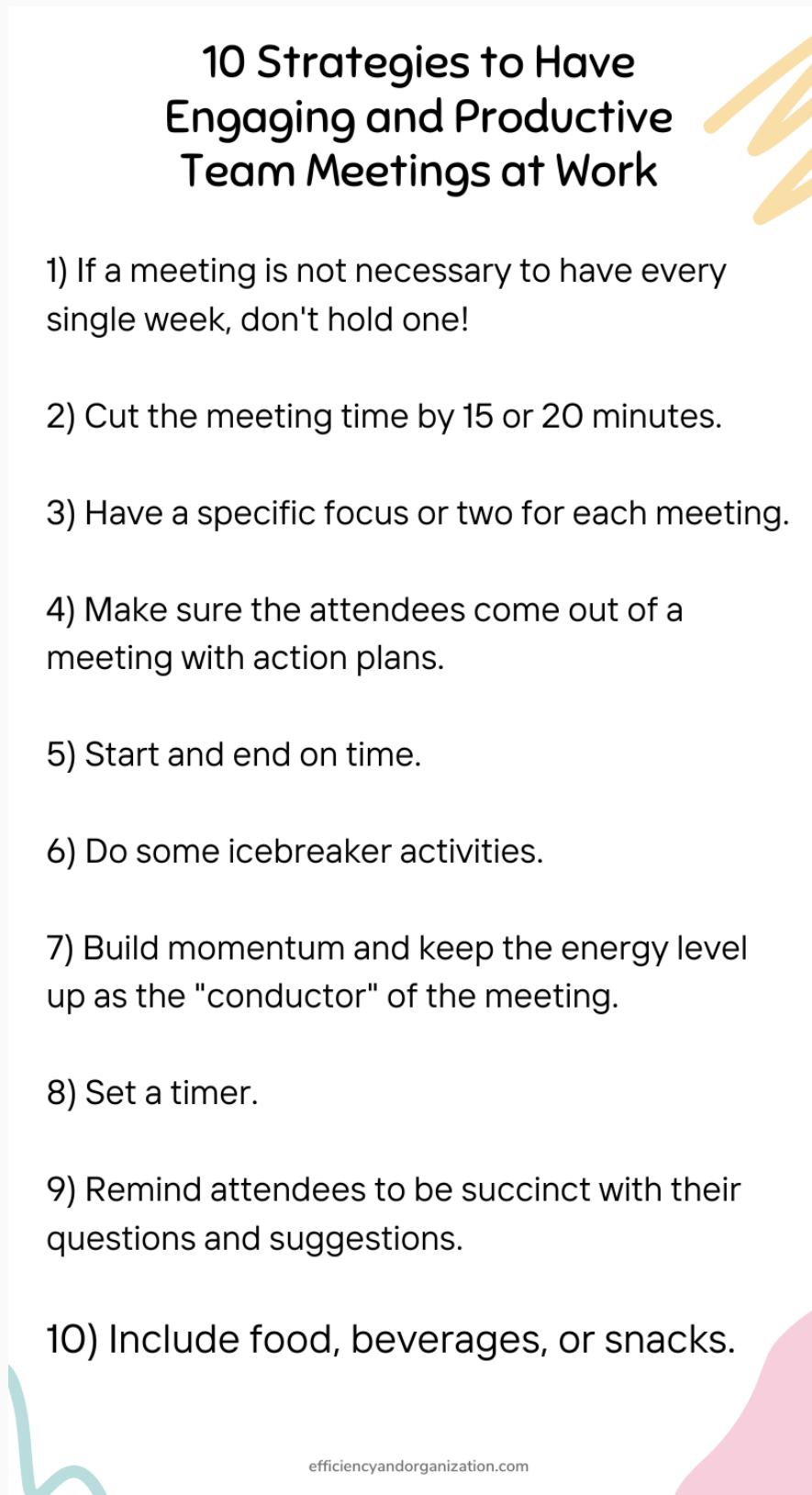
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Quotes and Infographics for More Planning, Organizing, and Improving Life through Goal-Setting

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