

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



77 Ways to Embrace Minimalism

Reduce DISTRACTIONS, have more FOCUS, and embrace simplicity. Getting rid of things - especially clutter - opens up more room in your physical spaces to pay more attention to long-term goals and aspirations. Here are 77 ways to embrace and live a minimalist lifestyle. You can choose up to 3 to implement immediately.

- 1) Reduce the number of photos or pictures on walls by 50%.
- 2) Reduce the number of coffee mugs by 50%.
- 3) Keep just enough forks, knives, and spoons as necessary and donate the rest.
- 4) Donate unused chinaware.
- 5) Reduce the number of pots and pans by 25% to have enough for everyday use.
- 6) Throw away old magazines and periodicals.
- 7) Donate all but 1 shelf of books to Goodwill.
- 8) Have just the essential furniture pieces in the bedroom (simple but quality).
- 9) Have only essential furniture pieces in the living room.
- 10) Remove 50% of your house plants to make more space.
- 11) Donate any appliance that has not been used for more than 1 year.
- 12) Donate all clothes from the closet that do not fit anymore.

Continued on next page



77 Ways to Embrace Minimalism (cont'd)

- 13) Donate all shoes you have not worn all year.
- 14) Keep only 2 or 3 bottles of lotion and give away the rest.
- 15) Keep only 2 or 3 perfume bottles and throw away the rest.
- 16) Keep only 2 or 3 scented candles and remove the rest.
- 17) Donate 50% of non-precious jewelry or accessories not used.
- 18) Keep just 2 or 5 hair accessories and discard the rest.
- 19) Get rid of 50% of towels that are not used frequently.
- 20) Donate all unused staple food items to a local food bank from the pantry.
- 21) Donate all old unused children's toys.
- 22) Keep only enough shoes to fill one shoe rack, and donate the rest.
- 23) Install old photographs in categories on the computer or in a shared drive to shred the physical copies.
- 24) Identify a space to put away all items to keep spaces cleared, such as vacuum cleaners, shoes, books, etc.
- 25) Cut the number of blankets you keep on hand by 50%.

CLICK [HERE](#) TO GET THE REMAINING IDEAS AND TIPS.



COMING SOON!

August

**BACK TO SCHOOL
FOR MOST STUDENTS
AND TEACHERS**

**SETTING GOALS FOR
THE FALL SEASON**

**STARTING TO
PREPARE FOR THE
FALL SEASON**

September

**LABOR DAY
SEPTEMBER 4**

**PATRIOT DAY
SEPTEMBER 11**

**1ST DAY OF FALL
SEPTEMBER 23**

15 Ways to Improve Your Decision-Making Skills to Save Time and Exert More Confidence

There are numerous benefits to becoming a more confident and fearless decision-maker. The motivation to change must come from you if you want to become a more confident decision-maker. One of the ways you can improve is to set goals to improve your self-confidence and let go of fear and perfectionism.

Choose from 1 to 3 SMART goals given below to become a more efficient decision-maker.

1) I will give myself a deadline of one week to make any decision between now and end of the year.

2) For more significant and critical decisions, I will make a pro and con list and make the decision within 5 days.

3) I will start making decisions on more insignificant matters within the same day to boost momentum and energy to decide on more significant matters.

4) I will read 5 books in the next 12 months on how to gain more confidence so I can be more mentally brave to make hard decisions as quickly as possible.

5) I will give myself positive self-talk every day in the morning to encourage myself to be brave, strong, and let go of perfectionism.

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15 Ways to Improve Decision-Making (cont'd)

6) For every decision, I will write down the possible negative outcomes of my decisions and how I would overcome them.

7) For difficult decisions, I will rely on the expertise of 2 or 3 others who are knowledgeable about the matter and come up with a solution shortly thereafter.

8) I will post 5 new motivational posters around my work areas to encourage myself to be decisive and assertive.

9) Once a week, I will review the adverse effects of not making decisions quickly and assertively enough and how that impacts me and everyone around me.

10) Once a week for the next 2 months, I will take about an hour to figure out what drives the fear behind my decisions to address them for the future.

11) I will break large tasks into smaller ones to increase my confidence to achieve them in chunks with deadlines.

Click [HERE](#) for the remaining goal examples and the full article.



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Debt Tracker to Organize and Manage Personal Debt

To pay off more quickly and efficiently

Efficiency and Organization

Office Organizing Checklist

an organized approach tidying and decluttering your office biweekly or monthly

Efficiency and Organization

Checklist to Use for Any Project or Plan

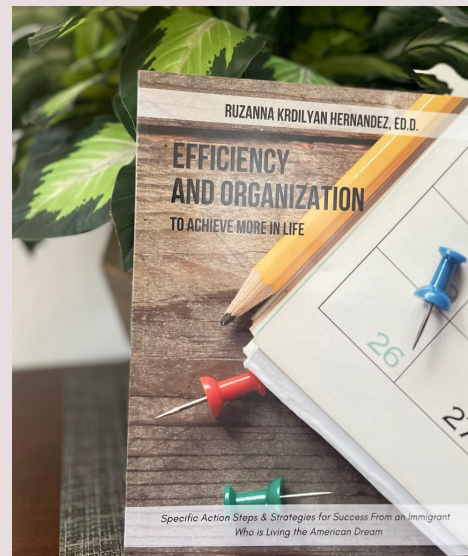
in 3 formats:
PDF (pretty version)
MS Word
MS Excel

Efficiency and Organization

What do you need to adopt a dog from a shelter? 10 Tips

Here are 10 tips for what you need to adopt a dog from a shelter this year.

- 1) Consider allergies.
- 2) Think about your living spaces.
- 3) Size of the dog matters.
- 4) Budget the monthly expenses.
- 5) List the things you will need to purchase.
Before you bring the dog home, ensure you have some items ready for them. Here is a general list of things you can purchase. If you click on each one, you'll be directed to Amazon to see the cost of each item.
 - Dog bed
 - Crate
 - Leash
 - Collar
 - Bowls (for food and water)
 - Dog food
 - Shampoo (if you are going to groom at home)
 - Pet stain remover
 - Toys
- 6) Plan for travel and pet care.
- 7) Think about daily exercise.
- 8) Take into account dog training costs.
- 9) Plan for shedding hair and additional cleaning.
- 10) Don't forget about the weather and outdoor living for the dog.



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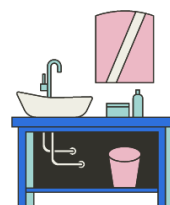
Benefits of Dressing More Professionally in the Workplace

- More self-confidence
- Better mood
- Better perception of us from others
- Enhanced credibility
- To communicate that you take your job seriously
- Increased productivity
- More opportunities

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10 TIPS AND HACKS FOR EASY BATHROOM ORGANIZING

- 1) Get rid of things not used in over a year.
- 2) Throw out all trash, such as broken and rotten items.
- 3) Donate or get rid of unnecessary things you are keeping, such as extra plants, hair clips, towels, and lotions.
- 4) Organize by putting things in categories.
- 5) Label the various categories.
- 6) Keep all extra and staple items in the garage.
- 7) Keep countertops as decluttered (free of items) as possible.
- 8) Keep floor spaces as decluttered as possible.
- 9) Get clever storage solution pieces if necessary.
- 10) Schedule a time each week or every 2 weeks to declutter and tidy.



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Why Teachers Should *Frequently* Check for Understanding

- Stronger student achievement
- Better overall academic impact on standardized test scores
- Increased engagement
- Better classroom relationships
- Stronger classroom management
- Good use of instructional time
- Increased student accountability of own learning
- Providing immediate, impactful feedback to students
- Great learning results give teachers more satisfaction with their work

Efficiency and Organization

Importance of Setting *Long-Term Goals*

- Adopting new behaviors
- Being more optimistic about the future
- Having a set direction for achievement
- Feeling of motivation
- Having focus and clarity
- Control of the future
- Better prioritizing
- Purposeful living

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