

# Efficiency and Organization

August 2024

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



### 25 Ways to Be More Efficient

1) The night before, list your top 3 to 5 priority tasks you will accomplish when you wake up.

2) Develop effective morning, daytime, and evening routines.

3) Start each day with the right mindset and keep motivating yourself throughout the day.

4) Make a to-do list and cross off tasks that are accomplished.

5) Gamify tasks and projects!

6) Find shortcuts to completing easy tasks.

7) Organize every area you use daily to make things easy to retrieve, including your workspace, bedroom, closet, and kitchen.

8) Turn off all notifications when focusing on critical tasks and projects.

9) Break large tasks into smaller parts to accomplish them piece by piece.

10) Maximize downtimes.

11) Set deadlines for tasks to avoid procrastinating them over and over.



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# 25 Ways to Be More Efficient (Cont'd)

12) Decide what activities must be changed or eliminated to restructure the day for more efficiency.

Here are 5 examples of things you can do differently:

- Save 1 hour each week on scrolling through social media to use that time to exercise.
- Save 30 minutes each day playing games on my phone to read, play games, and have conversations with my friends and family.
- Save 10 minutes each day deciding on outfits and make an extra hour each week for job searching.
- Leave work on time to save 3 hours each week for studying and school-related activities.
- Cut down on grooming time to get an additional 1 hour each week to explore side business options.

13) Use your most energetic time of the day on the most critical jobs.

14) Use your calendar and planner daily.

15) Work on your physical well-being to boost your energy levels.

16) Use effective multi-tasking techniques.

17) Ensure that 50% or more of how you spend your time is directly linked to accomplishing short-term and long-term goals.

**[CLICK HERE TO READ THE ENTIRE ARTICLE WITH ALL 25 TIPS IN MORE DETAIL.](#)**



**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 2**

**PATRIOTS DAY  
SEPTEMBER 11**

**HISPANIC HERITAGE  
MONTH**

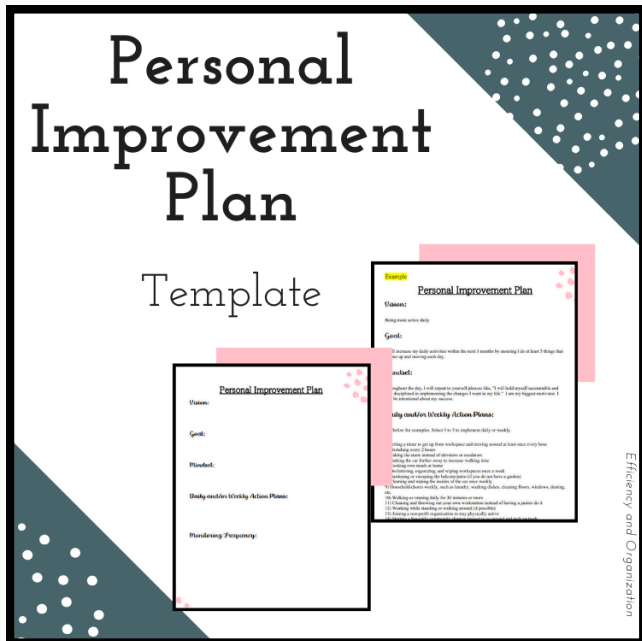
**FIRST DAY OF FALL  
SEPTEMBER 22**

# How to Begin Each Day with the Right Mindset and Positive Attitude

- Get yourself a cup of coffee or tea.
- Listen to energizing music on the way to work.
- Consider taking sneakers to wear at work to help you stay active, allowing blood to flow throughout the day.
- Read 2 to 3 motivational quotes in the morning.
- Try meditating briefly as soon as you wake up.
- Wake up earlier than usual and exercise for 30 minutes before getting dressed to get pumped up.
- Repeat motivational and self-affirming phrases in your head during your commute, like, "I got this," or "I'm going to slay the day today."
- Think of a reward you will give yourself after you tackle a hectic day or week, like going to a spa, going wine tasting, or giving yourself the entire afternoon on Sunday to do things you like and enjoy. That reward will keep you going when stress and pressure peak.
- If possible, work standing up and get up from your chair often to keep the blood flowing through your body and help you stay energized.

# Helpful Downloadable Documents and Templates

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



# 25 Employee Appreciation Ideas That Are Affordable

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- 1) Personalized thank you notes
- 2) Company potluck picnic
- 3) Events and outings outside of work
- 4) Leaving small but meaningful notes at their workstations
- 5) Gift of time
- 6) Recognition in front of peers
- 7) Website or newsletter feature
- 8) Weekly shoutouts
- 9) One-on-one informal check-ins
- 10) Quarterly or annual events outside of the workplace during work hours
- 11) Motivating and uplifting spaces
- 12) Food and snacks during meetings
- 13) Small, potted plants that require little care
- 14) Notes and messages from outside sources
- 15) Snack of the month
- 16) Wall art
- 17) Mobile car wash
- 18) Peer and co-worker recognition
- 19) Wellness and self-care perks
- 20) Birthday celebrations
- 21) Small competitions with recognition prizes
- 22) Holiday celebrations
- 23) Professional development opportunities
- 24) "Wall of Fame" featuring employees
- 25) Slide show

**[CLICK HERE TO VISIT THE ARTICLE WITH MORE DETAILS ON EACH OF THESE SUGGESTIONS.](#)**



# Click on each graphic to be directed to the post that provides more detail and guidance.

## BENEFITS OF HAVING A *Positive Mindset* AT WORK

- Positive emotions
- Reduced stress
- Better relationships
- Stronger engagement
- More productivity
- Improved self-esteem
- Greater job satisfaction
- Better time management
- More confidence
- Better coping skills
- More energetic
- More optimistic



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## WHAT ARE THE BENEFITS OF BEING MORE *Organized?*

- Achieving more goals
- Saving money
- More efficiency
- Stronger efficacy
- Saving time
- Living a more simplified and decluttered life
- Having more control of our lives and our situations
- More focus
- Easily retrieve documents and other helpful information
- Establishing routines
- Getting more done/productivity
- Better response time to requests and emails
- Planning capabilities
- Prioritization

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## 30 TIME GUZZLERS TO AVOID DURING WORK HOURS

*for better time management*

1. Gossip
2. Whining/complaining
3. Checking emails too often
4. Too many unnecessary breaks
5. Excessive socializing
6. Worrying/thinking about the past in dismay
7. Hanging out with toxic people
8. Looking for things in disorganized piles
9. Cleaning up spills that could have been avoided
10. Online shopping
11. Sending personal texts
12. Elongated personal calls
13. Social media scrolling
14. Doing someone else's work
15. Not organizing things ahead of time
16. Not planning ahead/prioritizing
17. Perfectionism
18. Procrastination
19. Distracting things all around
20. Noisy environment
21. Work avoidance
22. Putting on makeup
23. Helping others with their workload instead of doing yours
24. Lack of delegation
25. Unnecessary meetings
26. Planning for the weekend while at work
27. Taking extra time to return from lunch/breaks
28. Overthinking
29. Decorating too often or too much
30. Looking for documents on disorganized computer desktop

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*Why should you have an  
organized office as a leader?*

- More productivity
- Less stress
- Better focus
- Professional look and feel
- More efficiency
- More security
- Stronger time management
- More emphasis on work that actually matters
- Clarity of thought
- Better reputation (trustability)
- Increased morale
- More success



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