

# Efficiency and Organization

## December 2022

### IDEAS, TIPS, STRATEGIES TO BECOME MORE EFFICIENT & ORGANIZED



## When & How to Use a Timer to Track Where Your Time Goes Each Day

Stop and think about how you spent your entire day yesterday? Was it fruitful and productive? Would you say that some of it were wasted? Would you say you could have spent more time on priorities? According to numerous studies and authors, here are some of the things you may be wasting time on each day at home or at work:

- Social media
- Doing other People's Work
- Unproductive Longing At The Fridge
- Looking for things lost in clutter
- Gossiping
- Distractions from others while you are in a middle of a task
- Video games
- Grooming
- Daydreaming
- Perusing through store isles while shopping

Whether at home or work, you have probably spent time on activities that have wasted time. To prioritize your time and move in a forward direction, follow these steps:

-continued on page 2



# When & How to Use a Timer to Track Your Time (cont'd)

1) Define your core values and beliefs, then write goals based on those.

Here are five examples:

- Do one family activity per month that involves spending more time together, such as hiking, going to the beach or the woods, going to a restaurant you have not tried before, etc.
- Save \$6,000 in 2 years for a 7-day trip to Europe.
- Get promoted to earn more money within the next 18 months.
- Finish college degree within 18 months.
- Read 6 self-help books within the next 12 months.

2) Become more organized and prioritized with your tasks by doing a time study for one week.

Be as specific as possible. Track how much time goes to things like:

- Showering
- Brushing teeth
- Scrolling on social media
- Having side conversations

Unless you figure out how your time is being spent, you cannot make changes to prioritize better.

3) Be aware and mindful of how you spend your hours and minutes each day once you figure out how to prioritize and spend time more efficiently.

[CLICK HERE TO FINISH THE ARTICLE.](#)

**COMING SOON!**

*January*

**NEW YEAR'S DAY  
JANUARY 1**

**ORTHODOX  
CHRISTMAS  
JANUARY 7**

**MARTIN LUTHER  
KING JR DAY  
JANUARY 16**

*February*

**LINCOLN'S  
BIRTHDAY  
FEBRUARY 21**

**VALENTINE'S DAY  
FEBRUARY 14**

**PRESIDENTS' DAY  
FEBRUARY 20**

**MARDI GRAS  
FEBRUARY 21**

# HOW TO STUDY FOR MATH EXAMS IN GRADE SCHOOL AND COLLEGE: 10 TIPS

#1 – Set aside specific times to study and avoid distractions.

#2 – Redo past problems you have worked on from notes only with answers.

#3 – Make flashcards of problems you get wrong.

#4 – Take small mental breaks to break the monotony and refocus.

#5 – Watch videos on the topics you need more help with, or get help from tutoring.

#6 – Manage your time effectively; give up on social media, TV, and other activities for a short time to focus on exam prep.

#7 – Memorize the vocabulary. The definitions of concepts are just as important as the applications.

#8 – Study in the library with a partner.

#9 – Become organized with your study spaces, backpack, and notes.

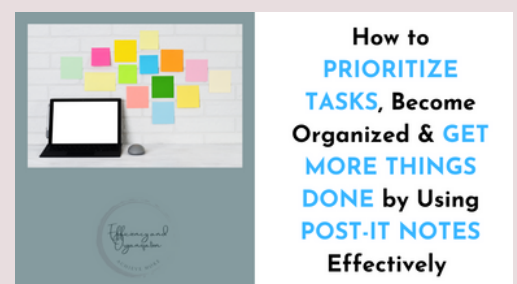
#10 – Redo test review problems repeatedly, focusing on what you struggle with the most.

## Latest Videos

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



HOW TO PRIORITIZE TASKS, BECOME ORGANIZED & GET MORE THINGS DONE BY USING POST-IT NOTES EFFECTIVELY



# End-of-Year Organizing & Decluttering to Kickstart New Year

1) Clean and tidy up your living spaces.

Focus on areas that include:

- Kitchen
- Bathrooms
- Closets
- Garage
- Office room

A clean and organized home gives you a feeling of a renewed and fresh new start.

2) Declutter your work area.

Whatever your last workday of the year is, spend some time organizing and decluttering before coming back for the new year.

3) Declutter and delete emails from your inboxes.

Start the new year with a decluttered email inbox. Delete and unsubscribe from emails you do not need. Create folders ONLY for items you do need to keep.

4) Organize your refrigerator and pantry.

Kitchen organizing tools include:

- Shelves
- Labeled cabinets
- Areas for canned foods
- Storage containers
- Spice racks
- Trays

5) Get a new planner and start filling it with important dates, events, and activities.


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

TASK OR ACTIVITY LOG TO STAY ON TOP OF EVERYTHING YOU NEED TO REMEMBER TO GET DONE!



The image shows a 'Task/Activity Log' template. It features a title 'Task/Activity Log' at the top. Below the title is a table with three columns: 'Task/Activity', 'Due Date (if any)', and 'Priority (High, Medium, Low)'. The table has several rows, with the first three rows containing example tasks: 'Grocery shopping' (Due Date: Sunday, Priority: High), 'Send payment for electric bill' (Due Date: 3 weeks from now, Priority: Low), and 'Put together 10 party favors for child's party' (Due Date: Next weekend, Priority: Medium). The rest of the table is empty for user input.

PERSONAL BUDGET TEMPLATE ON EXCEL SHEET



The image shows a 'Monthly Budget Form' template. It features a title 'Monthly Budget Form' at the top. Below the title is a table with two columns: 'Income' and 'Expenses'. The 'Income' column lists items like Wages, Bonuses, Gifts, Referrals, Disability, and Social security. The 'Expenses' column lists items like Cell phone, Mortgage/Rent, Food, Credit Card, Repairs, Car Loan, Gas, Insurance, Rent, Utilities, Groceries, Car Expenses (Gas & maintenance), Cell Phone, Water Bill, Trash Bill, and Health. To the right of the table is a text box that says: 'Make sure that budget on the last day of each month for the following month based on expected income and expected expenses. Make adjustments on the actual month when to throughout the month. Access this budget form'.

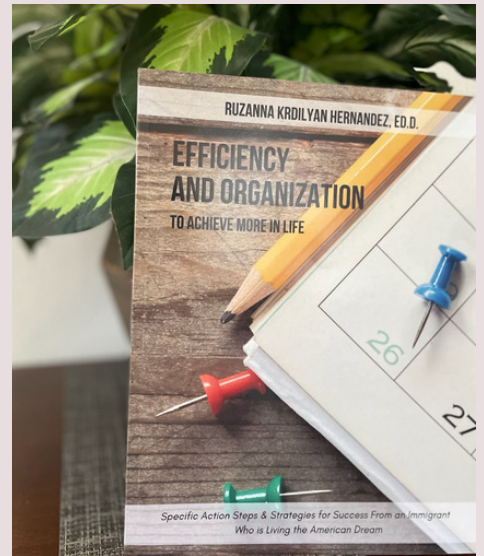
# SMART Goals for Business Owners to Become More Organized

---

To become more successful with your small business, consider setting some goals to become organized, efficient, and better managed with time. Setting goals will help you consciously develop better skills that will benefit your business.

- 1) I will keep a to-do list each day and prioritize the list with the tasks that must get done immediately.
- 2) I will declutter and organize my entire workstation once a week.
- 3) Once a week, I will make sure my desk has only essential items, such as paper clips, pens, post-it notes, etc., to keep my areas clean, neat, and decluttered.
- 4) I will develop a system for keeping track of inventory within one month and stick to it to prevent overbuying or undersupplying.
- 5) I will limit my time on social media to about 30 minutes daily.
- 6) I will limit side conversations and socialization to 5 minutes to prevent wasting time.
- 7) I will set a business budget and develop a system to track expenses within one month.

[CLICK HERE TO GET THE OTHER GOALS.](#)



[Click here to get your copy!](#)



[Click here to get your copy!](#)



# WHAT TO FOCUS ON FOR ORGANIZING AND DECLUTTERING FOR THE NEW YEAR

1) Clean and tidy up your living spaces.

## 2) DECLUTTER YOUR WORK AREA.

3) Declutter and delete emails from your inboxes.

## 4) ORGANIZE YOUR REFRIGERATOR AND PANTRY.

5) Mark your calendar for the new year with important events.

## 6) EMPTY OUT FILES OF OLD DOCUMENTS YOU DO NOT NEED.

## 8) WRITE OUT SMART GOALS FOR THE NEW YEAR.

7) Get a new planner and start filling it with important dates, events, and activities.

9) Organize monthly budgets for the new year.

## 10) GET RID OF THINGS YOU HAVE NOT USED FOR THE PAST YEAR BY DONATING THEM.

## 11) FINISH AS MANY SMALL TASKS AND PROJECTS AS POSSIBLE.

12) Organize your backpack, purse, wallet, and car.