

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



What Parents Should Do Each Night to Be Ready for the Next Day

1) Ensure that your bags and kids' bags/backpacks are ready and in the designated location (where they typically are) for easy grab-and-go in the morning.

If your kids leave their bags at any random location, causing you to go on a search in the morning to locate them, have a specific place for them. It's better to have the designated place be by the door for a quick grab-and-go. Remember to also ensure that all their belongings are also in their bags (no paperwork, projects, pencils, or pens sitting around their rooms or on the floors).

2) Have keys (including purses and wallets) placed in the exact location where they are supposed to be.

3) Have lunches ready for the next day.

4) Make sure breakfast ingredients are ready for the morning.

To save time in the morning, look in the fridge and pantry to ensure that you have all ingredients available for easy meal preparation in the morning. If you are having cereal, make sure you have milk. If you will make omelets, see if you have eggs in the refrigerator. Have everything arranged for the next day morning for breakfast.



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What Parents Should Do Each Night to Be Ready for the Next Day (cont'd)

5) Spend some time together talking, playing quick games, or watching a show.

Even talking and relaxation are important evening routines for families. Make sure to incorporate some time to spend together each night. You can do the following together:

- Exercising
- Having dinner at the table
- Watching television
- Playing games
- Talking
- Reading together
- Solving puzzles
- Baking
- Crafting

6) Check to see if the kids' homework is completed.

7) Do evening self-care.

Self-care could include any of the following: (makeup removals, showers, exercises, yoga, brushing teeth, haircare, etc.).

8) Take care of personal hygiene (or nighttime grooming).

Taking care of personal hygiene or grooming could mean the following: Brushing teeth, brushing hair, taking a shower or getting washed, removing makeup, and skincare.

[Click HERE to see the entire article.](#)

COMING SOON!

January

NEW YEAR'S DAY
JANUARY 1

MARTIN LUTHER
KING JR HOLIDAY
JANUARY 15

February

BLACK HISTORY
MONTH

LUNAR NEW YEAR
FEBRUARY 10

LINCOLN'S
BIRTHDAY
FEBRUARY 12

VALENTINE'S DAY
FEBRUARY 14

PRESIDENTS' DAY
FEBRUARY 19

How to Rearrange a Messy Office at Home or at Work

- Is your home office or workspace always messy and disorganized or just sometimes?
- Do you have boxes of office supplies around you?
- Do you have Post-it notes everywhere?
- If someone were to come to use your desk to do your work for a day, would they know what is where?
- Do you sometimes feel overwhelmed by everything around you because there is just too much stuff?

Here are some tips that will help you. Choose 3 to work on immediately.

- 1) Start by emptying the space and reconfiguring the furniture (if possible).
- 2) Keep only the furniture and storage cabinets you absolutely need.
- 3) Keep only 2 or 3 mementos and personal items in your workspace.
- 4) Put boxes out of sight.
- 5) Keep only items you commonly use in your immediate vicinity.

All items should be stored away unless you are working them that day. You can have a desk organizer that says which tasks are going to be worked on and when (one for each day of the week). You can also have a desk organizer for months of the year.

[Click HERE to read the entire article with 15 tips and suggestions.](#)

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How to Be More Decluttered, Organized, and Productive in Life | Tips and Ideas #61-65



FINISH PROJECTS ON TIME and Accurately by Learning to Use Better Organizing Techniques



10 Ways to GET THE WORD OUT About Your Business When You Are New or Have a Small Operation



How to Catch Up on Weekends on Important Work and Become Super PRODUCTIVE | 3 Strategies

15 Ways to Be Financially Independent

1. Develop a monthly budget and stick to it.
2. Have money saved for emergencies.
3. Invest in your education and self-development.
4. Set short-term and long-term financial goals.
5. Have a plan for starting a family in the future.
6. Buy things only with your sole income, even if you are in a relationship with someone.
7. Keep an eye open for job promotions.
8. Consider starting a side business.
9. Get help with finances and financial planning.
10. Keep learning and developing financial literacy skills.
11. Pay off debt as quickly as possible.
12. Keep expenses low.
13. Embrace new opportunities that can lead to more financial success.
14. Negotiate prices and offers.
15. Be mindful of decisions and indecision that can lead to financial problems.

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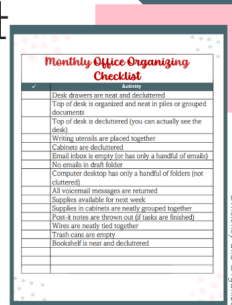
20 Time Management Motivational and Inspirational Quotes for Wall Art

Room Decor



Office Organizing Checklist

an organized approach tidying and decluttering your office biweekly or monthly



Checklist to Use for Any Project or Plan

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



More Helpful Tips, Ideas, and Resources

Click on the titles or images to be directed to each article.

7 Classroom Management Tips for newer teachers

- 1) Have a neat, organized classroom with set expectations.
- 2) Have an organized, timed, well-developed lesson plan.
- 3) Set the tone right from the beginning.
- 4) Form strong connections with the students to get them to work with you.
- 5) Gauge your "audience" or the students in the classroom.
- 6) Maintain proximity and be actively engaged during the lesson.
- 7) Plan for misbehavior, misunderstandings, and shortfalls.

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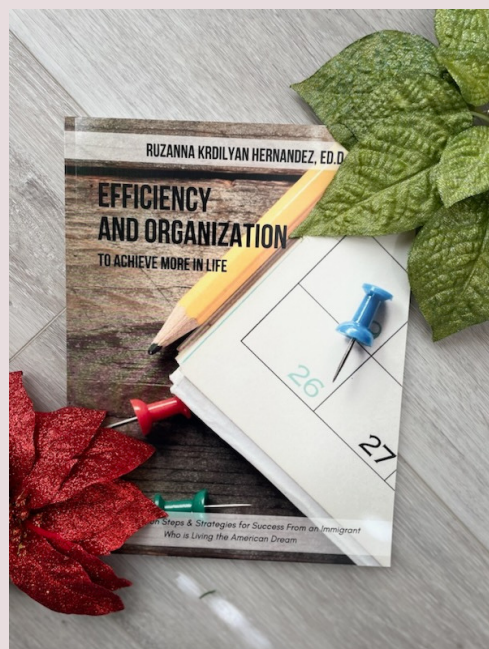
15 Tips and Ways to Cook Faster at Home

- 1) Write the entire week's menu in advance.
- 2) Cook using ingredients that can be used for a variety of meals.
- 3) Have a mental plan for preparing food.
- 4) Make a list of things you commonly make as a reference.
- 5) Use a timer!
- 6) Multitask!
- 7) Use as few materials when cooking as you possibly can.
- 8) Use time-saving tools and gadgets.
- 9) Get all ingredients ready before cooking begins.
- 10) Use leftovers for new meal ideas.
- 11) Keep the pantry well-stocked.
- 12) Declutter by removing things you do not need in the kitchen.
- 13) Organize your kitchen drawers and cabinets.
- 14) Clean and wash as you go.
- 15) Keep learning and reflecting on ways to become better, faster, and more efficient at food preparation.

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