#### Efficiency and Organization

February 2023

### HOW TO LIMIT DISTRACTIONS AND STAY FOCUSED TO GET THINGS DONE





#### 1) CREATE A PRIORITIZED CHECKLIST.

Choose 3 to 5 things that you need to get done each day and put all focus on finishing those first. In other words, train your brain to focus on those and not wander in other directions.

#### 2) TURN OFF NOTIFICATIONS.

Turn off email and telephone notifications that keep drawing your attention to them each time they ring or make a sound. Every time a ring is heard indicating a social media notification, email notification, or that someone is calling, we get distracted. It's best to turn off notifications.

-continued on the next page

## How to Limit Distractions and Stay Focused (continued)

#### 3) USE A PLANNER FOR TIME-BLOCKING.

Go to an area where it's quiet to close the door and avoid visitors for 30-minute to one-hour increments.

#### 4) WAKE UP 30 MINUTES TO 1 HOUR EARLY.

The quiet time when all else is turned off and everyone is away will help you accomplish a lot in the 30 minutes to 1 hour you wake up early.

#### 5) LISTEN TO MUSIC THAT HELPS YOU FOCUS AND CONCENTRATE.

Listen to sounds or music that helps you concentrate on one task at a time, avoiding all other noise and distractions. If the music is distracting, turn it off.

#### 6) WRITE DOWN IDEAS THAT POP UP.

Sometimes, we get ideas that pop up in our heads, making us shift gears and focus on something completely different. Creativity with ideas and spontaneity are terrific qualities to possess! However, they can be distracting.

Click <u>HERE</u> to go to the article to get a total of 10 tips and ideas.

#### **COMING SOON!**



LINCOLN'S BIRTHDAY FEBRUARY 21

VALENTINE'S DAY FEBRUARY 14

PRESIDENTS' DAY FEBRUARY 20

MARDI GRAS FEBRUARY 21



INTERNATIONAL WOMEN'S DAY MARCH 8

1ST DAY OF SPRING MARCH 20

ST. PATRICK'S DAY MARHC 21

# Planning the Day Effectively to Be Productive and Get More, Done!

1) MAKE A LIST OF THINGS YOU WANT TO ACCOMPLISH IN THE UPCOMING WEEK OVER THE WEEKEND.

You want to have a plan of attack for the entire week. Decide your top priority tasks and activities for the week and write them down on paper.

2) EACH NIGHT, CHOOSE UP TO 3 MAIN TOP-PRIORITY THINGS YOU WANT TO GET DONE THE FOLLOWING DAY.

Since you have written down the things you want to get done this week, you are ready to choose tasks for each day. The night before you go to bed, think about what 3 main activities you want or need to achieve tomorrow.

You can <u>download this sheet</u> below if it

helps.



Click <u>HERE</u> to read the remaining article with a total of 3 tips and ideas.

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WHAT TO DECLUTTER AND HOW TO DECLUTTER EACH WEEK FOR MAXIMUM ORGANIZATION AND PRODUCTIVITY



How I ORGANIZE
and DECLUTTER
MY WORKSPACES
as a Super Busy
Person | Helpful
Ideas and
Suggestions

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



How to
PRIORITIZE
TASKS, Become
Organized & GET
MORE THINGS
DONE by Using
POST-IT NOTES
Effectively

# Tips and Ideas for Emailing and Managing the Inbox for Teachers (that also apply to everyone else!)





# 10 Ideas and Tips for Planning and Preparing for a Recession

1) DO NOT MAKE LARGE PURCHASES JUST YET; SAVE AS MUCH AS POSSIBLE.

You might experience a loss of hours at work, a job cut, family members asking to move back in with you, having to support others, and more. Times are going to be volatile when the economy is going through a recession. The more you save, the better your financial situation will be.

#### 2) GET IN THE RIGHT MINDSET TO "RIDE OUT THE STORM."

The more you worry about the recession the more stressed and anxious you will become. To prepare for tough financial times ahead for yourself or the people around you, understand that the economy fluctuates.

#### CLICK HERE TO GET COMMON-SENSE TIPS AND IDEAS TO PREPARE FOR THE RECESSION.





#### Motivational Quotes to Stay Productive, Organized, and Efficient to Succeed in Getting More Done!



SINCE EMAIL IS AN IMPORTANT FORM OF COMMUNICATION,

MANAGING IT WELL

IS ESSENTIAL TO OUR GROWTH & DEVELOPMENT AS PROFESSIONALS.

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Before you go to bed at night, come up with

#### 3 TO 5 PRIORITY TASKS AND PROJECTS

to focus on first the following day.



SOME PEOPLE
ACCOMPLISH
MORE IN A DAY
THAN OTHERS
ACCOMPLISH IN
A WEEK. BE
ONE OF THOSE
PEOPLE.

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