

# 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.

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# How to Limit Distractions and Stay Focused (continued)

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## 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 [HERE](#) to go to the article to get a total of 10 tips and ideas.

**COMING SOON!**

# February

LINCOLN'S  
BIRTHDAY  
FEBRUARY 21

VALENTINE'S DAY  
FEBRUARY 14

PRESIDENTS' DAY  
FEBRUARY 20

MARDI GRAS  
FEBRUARY 21

# March

INTERNATIONAL  
WOMEN'S DAY  
MARCH 8

1ST DAY OF SPRING  
MARCH 20

ST. PATRICK'S DAY  
MARCH 21





# 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.

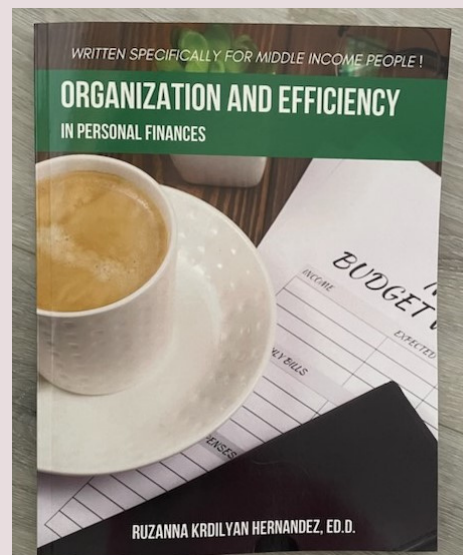
[CLICK HERE TO GET COMMON-SENSE TIPS AND IDEAS TO PREPARE FOR THE RECESSION.](#)

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

THE BEST WAY TO HANDLE CHALLENGING TIMES AHEAD IS BY

*planning and preparing as much as possible.*



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“ 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.



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

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