

Efficiency and Organization

January 2023

IDEAS, TIPS, STRATEGIES TO BECOME MORE EFFICIENT & ORGANIZED



5-Step Effective and Organized Process to Follow to Achieve Goals and Resolutions This Year



1) Set only 1 to 3 goals.

You will get too overwhelmed by setting too many goals.

2) Write the goals down on paper.

You will have a higher chance of achieving your goals if you write them somewhere you can refer to them quickly and frequently.

3) Make your goals specific and actually achievable.

Instead of a generic goal like, "I want to be more spiritually connected this year," try to write a goal like, "I will pray/meditate at least 3 times per week this year," or "I will attend church/synagogue/mosque at least twice each month."

4) Visualize success, or how you would look and feel once the goals are achieved.

The vision of achieving and succeeding will help you stay motivated to work on your goal without giving up.

5) Become organized with how you will monitor your success.

To hold yourself accountable for achieving your goals, get an electronic or paper planner/calendar. Write down each week when you are going to monitor your progress. Each time you monitor to check your progress, cross it off the list.

6) Celebrate your successes along the way.

As you monitor your goals and find that you are sticking with them, celebrate your success.

20 Specific and Achievable SMART Goals to Set for the New Year

CHOOSE 1 TO 3 GOALS FOR THE NEW YEAR.

WRITE THEM DOWN.

MONITOR YOUR PROGRESS ONCE A WEEK.

- 1) I will read 12 books this coming year.
 - 2) I will lose 30 pounds between January and March of the new year.
 - 3) I will run or walk 15 miles weekly each of the new year.
 - 4) I will volunteer 4 times for various causes this coming year.
 - 5) I will take vacations to visit 2 places I have not visited before.
 - 6) I will save \$1,000 for emergencies within the next 12 months.
 - 7) I will clean and organize my car at least once each month.
 - 8) I will pray/meditate at least twice each week.
 - 9) I will reconnect with 4 friends and colleagues each month.
 - 10) I will do one outdoor activity with my family each week.
 - 11) I will take 2 college classes next year.
 - 12) I will not drink any sodas for the entire year.
 - 13) I will keep my email inbox clear and decluttered.
 - 14) I will clean and declutter my workspace once a week.
 - 15) I will do at least one self-care activity per week.
 - 16) I will limit side conversations at work to stay focused on tasks and leave on time each day.
 - 17) I will turn my passion into a side business within 6 months this year.
 - 18) I will use a shopping list every week before going grocery shopping.
 - 19) I will use social media for a total of 30 minutes each day.
 - 20) I will write 3 thank you cards per month for 12 months.
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ADJUST THE GOAL(S) YOU CHOOSE TO SUIT YOUR NEEDS.

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**

8 Ways to Organize Your Time Better to Become More Efficient!

1) Write every task or activity that needs to get done on a task sheet. Circle or highlight the ones that MUST get done immediately.

Task or Activity Log to Stay on Top of Everything You Need to Remember to Get Done!

Task/Activity	Due Date	Priority
Example: Grocery shopping	Example: 1/15/20	High (Math, Test)
Example: Send payment for electric bill	Example: From the electric company	Low
Example: Put together a party basket for Aunt Sarah	Example: Next weekend	Medium

[DOWNLOAD THIS FORM.](#)

- 2) Prioritize the tasks and activities that are essential. Pay close attention to those that help you achieve short-term and long-term goals.
- 3) Once you have your daily priorities, figure out the order in which you can accomplish each task or activity. Sequence your tasks!
- 4) Treat task completion as a game you try to win each day.
- 5) Question how you spend every minute of your day and make adjustments as needed. Do a weeklong time study!
- 6) Wake up an hour early each day so you can have one hour of the quietude of planning and organizing your day.
- 7) Go to bed each night when everything is put away neatly and your spaces are organized and ready for a new day.
- 8) Use a planner and a calendar to schedule things that need to be done in the future. Get going on them as soon as possible to avoid procrastination.

Latest Videos

[PLAN A LIFE FOR THE NEXT 12 MONTHS TO ACHIEVE GOALS AND BE SUCCESSFUL | NEW YEAR RESOLUTION IDEAS](#)



PLAN A LIFE for the **NEXT 12 MONTHS** to achieve goals and be successful | New Year Resolution Ideas

[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

Kickstart the New Year by Doing These Organizing Tasks

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.

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DOCUMENTS,
TEMPLATES, LISTS, AND
MORE

CLICK ON EACH IMAGE
TO BE DIRECTED TO
THE SITE.

Goal Planner
Template for
Every Aspect
of Life

Personal, Financial,
Spiritual, Physical,
Family,
Organizational, Self-
Development,
Professional

Personal Goals
Goal: _____
Complete by: _____
Steps to go there: _____
By _____
Monitor by: _____
Goal: _____
Complete by: _____
Steps to go there: _____
By _____
Monitor by: _____

Efficiency and Organization

Birthday List

to Keep Track
of Birthdays
of Friends,
Family,
Clients, and
Students

Name	Email	Birth Month	Birthdate	Phone

Efficiency and Organization

Shopping
Lists for
Planned and
Organized
Trips to
Stores
(go shopping
with a plan)

Shopping Lists	
Household	Clothing
Kitchenware	Groceries/Storage
Sporting Goods	Pet Goods

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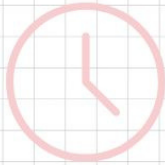
Time Management SMART Goal Examples

I will block times during the day in 30-minute to 1-hour increments to use to get tasks accomplished.



I will choose and write down 1 to 5 major priorities to accomplish each day and get those done first in a sequence.

I will use checklists daily for my personal and professional life.



I will multi-task activities in practical ways, like listening to an audiobook while driving.

I will use a planner and calendar to organize my daily routines and activities.

I will conduct a time audit within one month to understand what activities of my daily life take time and how much time.

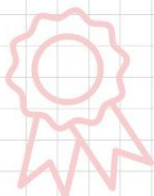


I will plan the events and tasks you need to get done the night before each day.

I will rearrange my day to give the least time to tasks and activities that do not add value to my day or help me achieve my essential goals.

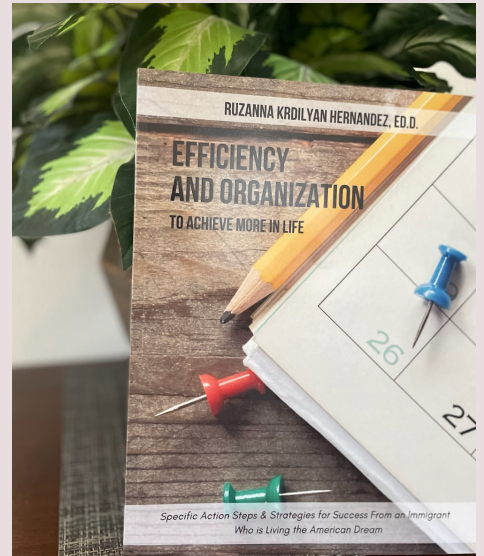


I will do the things that do not require much concentration or focus faster.



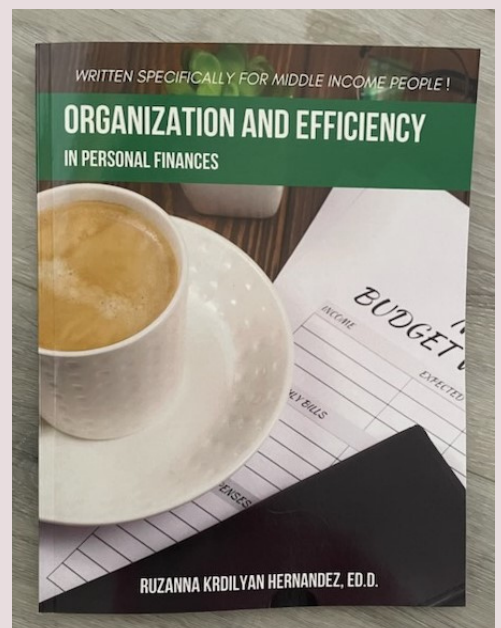
I will wake up an hour early each day so you can have one hour of quietude of planning and organizing your day.

Efficiency and Organization in Various Aspects of Life



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Motivational Quotes to Help Us All Get 2023 Started in the Right Direction!

SELF-MOTIVATION AND
SELF-DISCIPLINE

*play a big
role*

IN OUR QUEST TO
FOLLOW THROUGH
WITH LIFE PLANS.

efficiencyandorganization.com

The secret of getting
ahead is getting started.
The secret of getting
started is breaking your
complex tasks into small
manageable tasks.

-Mark Twain

**A VISION WITHOUT A
TASK IS BUT A DREAM, A
TASK WITHOUT A VISION
IS DRUDGERY. A VISION
AND A TASK IS THE HOPE
OF THE WORLD.**

-FROM A CHURCH IN SUSSEX, ENGLAND @1730

Things rarely get stuck
because of lack of time.
They get stuck because the
doing of them has not been
defined.

-David Allen