

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



125 SMART Goals for 2024

(Select at most 3 based on your core values and beliefs)

Goals for Family Life

Remember to choose only 3 goals for the entire year to keep yourself motivated, focused, and on track to succeed.

- 1) We will spend 2 hours every weekend playing board games as a family.
- 2) We will sit down to eat as a family at least 4 days per week.
- 3) We at least 2 weekend getaways as a family twice this year.
- 4) We will have a family movie night once a week.
- 5) We will spend 30 minutes each weekday reading together.
- 6) I will volunteer at my child's school once a month.
- 7) I will take my child to the park once a week to play games with him.
- 8) We will cook or bake as a family at least once a week.
- 9) I will plan a short family vacation this year.
- 10) We will do a family exercise routine once a week, such as walking around the neighborhood or hiking nearby.
- 11) We will do one volunteer activity together as a family each month.
- 12) We will create a family vision board together this year.
- 13) We will go out to eat dinner at a restaurant as a family biweekly.
- 14) We will celebrate all major holidays by doing something fun as a family.

Go to the next page for the rest of the SMART goal ideas.



125 SMART Goals for 2024 (cont'd)

Goals for Health and Wellness

Use a [template](#) for your health and wellness goals. Click [HERE](#) to download the one from [Efficiency and Organization](#). Remember to print and post the goal somewhere prominent for a frequent referral.

- 1) I will eat red meat only once every 2 weeks (substituting with chicken or fish instead).
- 2) I will cut my carb intake by 50% each day.
- 3) I will power-walk for 10 miles per week.
- 4) I will join and go to the gym 4 times per week.
- 5) I will use the stairs instead of elevators and escalators for the entire year.
- 6) I will set a timer on my phone to get up and move around once every hour.
- 7) I will prepare my own lunches and snacks at least 4 out of 5 days per week to eat healthier and save money.
- 8) Once every 2 weeks, I will research [healthy eating](#) and living.
- 9) At work when you get up to go to the restroom, I will do lunges and stretching exercises for 2 minutes before sitting down again.
- 10) I will [do cardio](#) for 30 minutes a day, 7 days per week.
- 11) I will [drink water instead of soda](#) or other drinks 7 days per week.
- 12) I will do at least 1 thing each week in nature, such as walking, bird watching, or running in the woods.
- 13) I will go on 4 weekend getaways this year to clear my mind and reduce my stress (improving mental health).
- 14) I will do yoga twice a week.

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

COMING SOON!

February

BLACK HISTORY
MONTH

LUNAR NEW YEAR
FEBRUARY 10

LINCOLN'S
BIRTHDAY
FEBRUARY 12

VALENTINE'S DAY
FEBRUARY 14

PRESIDENTS' DAY
FEBRUARY 19

March

INTERNATIONAL
WOMEN'S DAY
MARCH 8

DAYLIGHT SAVINGS
BEGINS
MARCH 10

ST. PATRICK'S DAY
MARCH 17

1ST DAY OF SPRING
MARCH 19

What does it mean to be a methodical person?

People often set short-term and long-term goals. They plan for things they want to achieve and accomplish by the end of the day, end of the week, end of the year, end of 5 years, etc. However, most people do not finish everything they set out to do. Only about 20% of goals get accomplished. About 33% of people have life plans. Of those who do, a smaller percentage actually carry out the plans. Why is this the case? The answer could very well be systems and processes. People do not have the skills to think methodically about achieving goals and carrying out plans. Individuals, and even big or small businesses, that succeed are methodical. They know how to go from step A to step B to step C to step D in an organized, systematic, and efficient manner..

5 Examples of Doing Things More Methodically

Here are 5 examples of how you can be more methodical to achieve short-term and long-term goals in every aspect of your life. The idea is to have a vision of success, a goal, and a backward planning process to get there.

- Step 1: Enroll within 2 weeks
- Step 2: Apply for financial aid (visit the financial aid office to get help) within 2 weeks
- Step 3: Develop a plan for how many classes you can take each semester to get to your end goal within 2 years
- Step 4: Sign up for classes before the deadlines
- Step 5: Get a planner and calendar to write down when you must attend classes and when you will carve out time for studying

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

Latest Videos

Click on each image to be directed to the video.



**Staying
MOTIVATED
to WORK OUT
5 Tips and
Strategies**



**How to Make
NEW YEAR'S
RESOLUTIONS
and Actually
Achieve Them
(5 steps)**



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



**How to
Organize
KITCHEN
Pantry
Cabinets
Drawers**



**STAYING ON
TOP OF
THINGS
(5 Strategies
to Manage
Everything
Going On)**

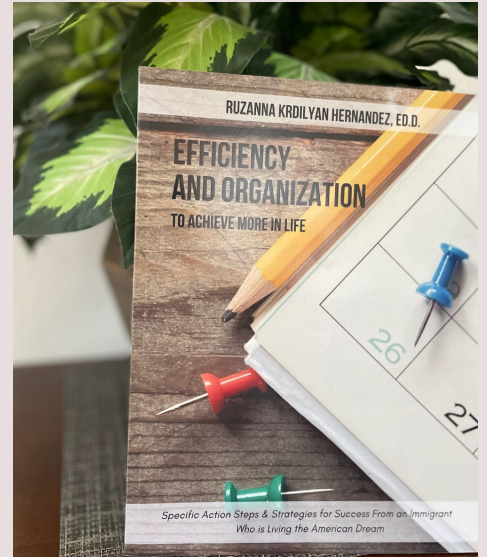
More Helpful Tips, Ideas, and Resources

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

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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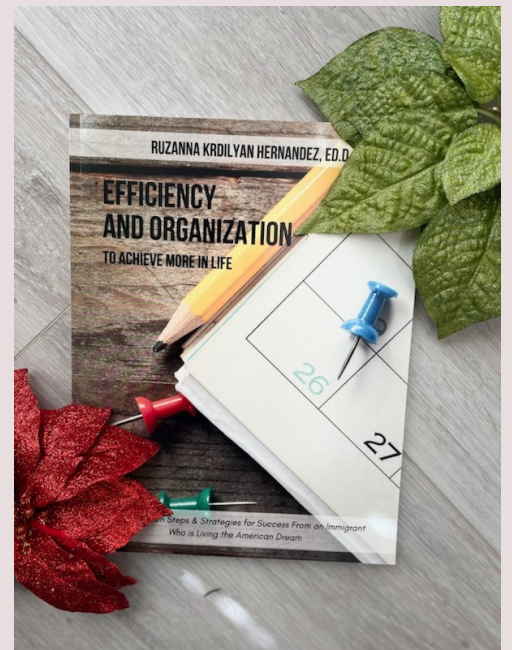
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Reasons Why Families Should Have **ROUTINES**

- Organized and predictable living environment
- Better time management
- Kids learning lifelong skills
- Healthy habits
- Reduced stress
- More confidence
- More focus on priorities
- Stability
- Better structures
- More consistency
- Kids learn stronger self-regulation



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Helpful Content and Downloadable Documents Recently Published

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

BENEFITS OF HAVING STRONG CLASSROOM MANAGEMENT


- More student engagement
- Increased academic achievement
- Stronger teacher efficacy
- Teaching having more self-confidence
- Teacher having stronger job satisfaction
- Less disruptive behaviors
- Positive learning experiences
- Positive learning environment
- Stronger relationships
- Establishing systems and routines (more predictability)
- Teacher getting a good evaluation
- Parents more satisfied with teacher and the school




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Wall Art

to promote productivity, focus, goals, and drive to succeed



Be driven.



Be determined.

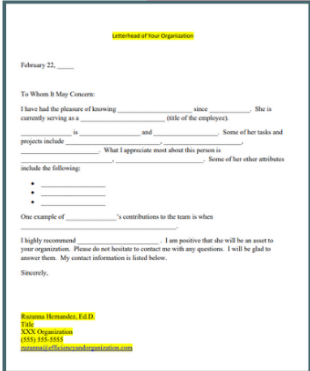


Work on goals.

Efficiency and Organization

Letter of Recommendation Template

for coworkers, employees, managers, students, and other professionals



Efficiency and Organization

Happy 2024! Set goals, be focused, stay motivated!