

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



25 Motivational and Inspirational Self-Help Books

Continue to read motivational and inspirational content to gain that motivation and inspiration as a leader to pass them on to everyone else around you. You play a leadership role in your life, as some capacity. Be open to acquiring the knowledge, skills, and motivation to push forward and ahead.

Click on each link to be directed to the book on Amazon. Buy new or used. Highlight, and mark the text as needed. After you finish, you can choose to save the book as a reference, donate, or give it to other leaders around you.

- 1) [The 7 Habits of Highly Effective People](#) by Steven R. Covey
- 2) [Start with Why: How Great Leaders Inspire Everyone to Take Action](#) by Simon Sinek
- 3) [Dare to Lead: Brave Work. Tough Conversations. Whole Hearts.](#) by Brené Brown
- 4) [Prisoners of Our Thoughts](#) by Alex Pattakos et al.
- 5) [Get Out of Your Own Way](#) by Mark Goulston and Philip Goldberg
- 6) [The Calm and Confident Leader: Break Free from Stress, Anxiety, and Overwhelm](#) by Jason Stonehouse

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25 Motivational and Inspirational Self-Help Books (cont'd)

57) Stop Overthinking by Nick Trenton

8) The Leader in You: How to Win Friends, Influence People & Succeed in a Changing World by Dale Carnegie

9) Minute Motivators by Leaders: Quick Inspiration for the Time of Your Life by Stan Toler

10) Emotional Intelligence 2.0 by Travis Bradberry

11) Drive: The Surprising Truth About What Motivates Us by Daniel Pink

12) The 11 Laws of Likability: Relationship Networking...Because People Do Business with People They Like by Michelle Tillis Lederman

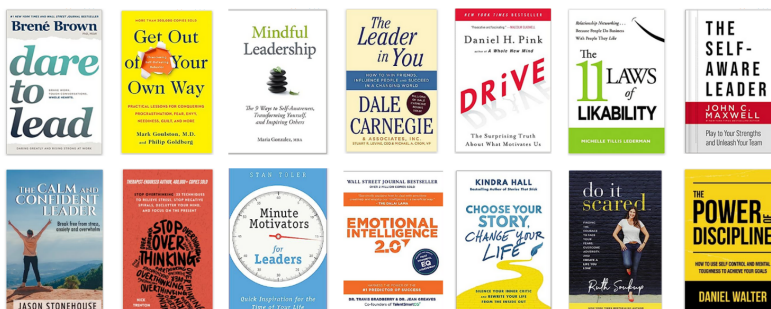
13) Energy Leadership: Transforming Your Workplace and Your Life from the Core by Bruce Schneider

14) Choose Your Story, Change Your Life: Silence Your Inner Critic and Rewrite Your Life from the Inside Out by Kindra Hall

15) Do It Scared: Finding the Courage to Face Your Fears, Overcome Adversity, and Create a Life You Love by Ruth Soukup

Click [HERE](#) to get the remaining 10 book recommendations.

Inspirational Books for Leaders



COMING SOON!

July

CANADA DAY
JULY 1

FOURTH OF JULY
INDEPENDENCE DAY
JULY 4

August

BACK TO SCHOOL

FOURTH OF JULY
INDEPENDENCE DAY
JULY 4

September

LABOR DAY
SEPTEMBER 4

PATRIOT DAY
SEPTEMBER 11

1ST DAY OF FALL
SEPTEMBER 23

Click on the image to be directed to the detailed content

10 Tools and Supplies to Keep in Your Backpack as a College Student



Water bottle (tumbler)

First aid items and feminine hygiene products



Writing instruments and paper (including notebooks)



Books

Binder



Laptop or Chromebook



Wallet with ID, debit card, or credit card

Few healthy snacks



Portable Telephone Charger

Tissue Packs



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Latest Videos

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Weekend Trip Planning and Packing Tips



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



Best Methods for FOLLOWING UP On Things



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



How to Be More Decluttered, Organized, and Productive in Life | Tips and Ideas #46-50



Regain Momentum in These Incredible Ways | 7 Tips and Strategies

1) Turn your big goals and aspirations into smaller, more achievable units to tackle one at a time.

The best approach to regain momentum is to take the chosen goal, set a timeline, and work backward. For example, to lose 30 pounds within 12 months, think about what you can do monthly, weekly, daily, and even hour by hour! In other words, what specific action plans can you take each day or each hour to slowly get to your goal's finish line? Choose 3 to 5 action plans you can implement hourly, daily, or weekly then at the end of the day once you achieve those, celebrate! Give yourself kudos so you can have the same momentum built for the following day to keep going.

2) Have an organized plan for what, specifically, you need to achieve tomorrow to wake up early and start tackling the tasks.

One of the prominent reasons why people lose momentum, despite having set a goal, is they do not have an organized plan to make their vision a reality. For example, a small business owner might have a dream or goal to raise an additional \$20,000 in revenues within the next year. How will the business owner get there? What specific things must she do each day and week to achieve that overarching goal? An organized, well-developed daily plan for success will help you achieve success.

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Click on each of these downloadable documents to be directed to the Products page of Efficiency and Organization.

20 Time Management Motivational and Inspirational Quotes for Wall Art

Room Decor

“Time flies. It's up to you to be the navigator.”
-Robert Orben

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

Regain Momentum in These Incredible Ways (cont'd)

3) Celebrate your small wins to boost confidence to push forward from one task to another.

Celebrate the "wins" in your life, no matter how big or small, to give yourself the boost of confidence to try new things, take risks, and do more to live a fulfilled life. Get ideas and tips for low-cost ways you can acknowledge and celebrate your accomplishments from this post. That additional confidence boost will help you regain the momentum you need to achieve and succeed.

4) Make adjustments if your goal or aspiration does not speak to your core values and beliefs.

Perhaps the reason why you are giving up and slowing down is because your initial goal was not meaningful or purposeful enough for you. Perhaps the goal was too lofty or unachievable. Think about the reason why you are giving up. How can you regain momentum? What can you adjust or alter about your original aspiration or vision to make it more doable today? Ensure that the goal speaks true to who you are at your core.

5) Remind yourself that every day can be your last so you can make the most of it and live without regrets.

If you have purposeful and meaningful aspirations, dreams, and goals, do not hold back achieving them because otherwise, you might regret not following through years later. Use that as a source of inspiration to get motivated and excited about pushing ahead and experiencing success.

6) Understand that you are a source of inspiration to others around you and push ahead.

Click [HERE](#) to read the remainder of the article to regain momentum and push ahead with goals.



[Click here to get your copy!](#)



[Click here to get your copy!](#)

Helpful Content Recently Published

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

HOW TO IMPROVE YOUR REPUTATION AT WORK TO GET PROMOTED QUICKLY



Get ideas and tips on improving your reputation at work so you can get noticed and promoted for all the right reasons! Prove to your employers you can change and adapt; you can handle more responsibilities.

10 CLASSROOM TOOLS AND GADGETS THAT MAKE CLASSROOM LEARNING FUN



Use the tools and gadgets shared in this article as a classroom teacher at elementary, middle, high, or adult school levels. Make learning fun and engaging for your students by having the tools and supplies necessary to increase engagement.

HOW CAN I GET GOOD GRADES THIS SEMESTER? TIPS AND STRATEGIES



What do students need to do to get good grades this upcoming semester? This article shares a downloadable document and some precise strategies to use. This post is for teachers and students of all ages!