

Efficiency and Organization

June 2023

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



How to Get More Done in a Day Than Most People Do In a Week

Here are the steps and strategies to accomplish more daily, realize your long-term goals, and live fully and abundantly.

1) Decide what you want to accomplish in the next year, 5, and 10 years without fear and reservation.

The first step in achieving efficiency and time management is knowing your **WHY**. In other words, what goals and aspirations do you have to achieve in the next year? What do you want to achieve in the next 5 years or 10 years? Here are some examples to choose from. You can choose to write as **SMART goals** that are achievable, specific, and time-bound.

2) Write down your long-term goals and post them somewhere visible to refer to often.

3) For each goal, write down specific and time-bound action plans you must take.

4) Ensure that most of your weekly time is spent on your action plans.

This is a critical step. Having goals and aspirations is great. In order to achieve and realize them, you must have specific, timely action plans.



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25 WAYS BUSY MOMS CAN SPEND MORE TIME WITH THEIR KIDS

Take up to 3 of these ideas to implement in your daily, weekly, or monthly lifestyle to spend more time with your kids as a busy mom.

- 1) Reading together for 15 minutes per day
- 2) Doing home exercises together for 15 to 30 minutes each day
- 3) Having a sit-down meal at a nicer-than-usual restaurant once a month
- 4) Making breakfast, lunch, or dinner together (based on their ability)
- 5) Going for ice cream, frozen yogurt, or boba drinks once a week
- 6) Grocery shopping once a week

Many grocery stores have baby carts they give to younger children so they can feel like they are grown-ups going up and down the aisles. Some have carts designed like firetrucks and taxi cabs, which make it fun. If your local grocery stores do not have these options, consider buying a toy cart your younger kids can take.

Click on the image below to be directed to Amazon for this cart.



[Click HERE to read the remaining article with all 25 ideas.](#)

Latest Videos

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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

10 Things All SOLE PROPRIETORS Must ORGANIZE & PRIORITIZE to Succeed & Grow Their Businesses

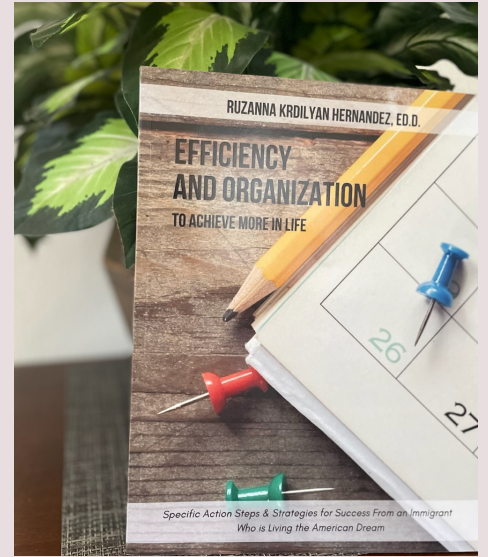
TEACHER DESK MAKEOVER Idea that's Unique & Awesome Increase Engagement & Improve Class Management

12 Ways to Increase Your Motivation and Drive to Succeed

There are practical ways to increase motivation each day to stay on course and persist with our life's goals and objectives. Consider some of these strategies and choose only 1 to three to work on at once to limit getting overwhelmed.

- 1) Write down up to 3 major realistic and attainable goals or aspirations to stay focused.
- 2) Keep the vision or mental image of what it would be like to succeed at the forefront of your thoughts throughout the day.
- 3) Listen to and read motivational content.
- 4) Take small actions that can help you get "wins," boost your confidence, and help you attempt larger actions.
- 5) Use your watch or clock to push yourself to get up and do what you promised yourself you'll do at certain set times of the day.
- 6) Practice positive self-talk throughout the day, like, "I can do this, I can do this."
- 7) Incorporate music in your day to help push and inspire you.
- 8) Post motivational posters and materials in your environment.
- 9) Find an accountability partner - someone you can talk to to help you push forward and ahead once a week and hold you accountable.
- 10) Break work and steps into smaller, manageable tasks so they are not so daunting.

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Why Saving Time is Important and 7 Easy Steps to Make it Happen

Click on the image to be directed to the complete post.

7 STEPS AND STRATEGIES TO SAVE TIME

STEP 1

CAREFULLY TRACK YOUR DAILY ACTIVITIES, MINUTE-BY-MINUTE, FOR 1 WEEK (7 DAYS).



STEP 2

BASED ON 1 WEEK'S RESULTS, CALCULATE AVERAGE TIME BEING SPENT ON EACH ACTIVITY EACH DAY.

STEP 3

FIGURE OUT WHAT YOUR MAIN GOALS AND VALUES ARE IN LIFE, THEN SEE IF YOUR DAILY ACTIVITIES REFLECT THOSE. MAKE A TOP 10 LIST.



STEP 4

FROM THE 10 ITEMS LISTED IN STEP 4 PRIORITIZE FROM 1 TO 10 WHICH ARE MORE IMPORTANT AND WHICH ARE LEAST IMPORTANT.

STEP 5

REDESIGN YOUR DAY. CUT TIME FROM ACTIVITIES THAT DO NOT ADD VALUE TO YOUR OVERALL GOALS AND VALUES.



STEP 6

LOOK AT EACH ACTIVITY TO FIND WAYS TO SAVE TIME ON SOME TO ADD TIME TO OTHERS. EVERY CUTTING 5 MINUTES FROM SOME ACTIVITIES EACH DAY WILL ADD UP TO OVER 30 MINUTES PER WEEK.

STEP 7

MONITOR YOUR PROGRESS FOR ONE MONTH UNTIL THE ROUTINES BECOME HABITS.

