## Efficiency and Organization March 2021

# MONTHLY RESOURCE GUIDE-NEWSLETTER

### **3 Easy Steps to Becoming More Goal-Oriented**

In studies, it has been found that 80% of people do not set goals at all. 92% of people who set goals never actually achieve them. These are startling numbers, considering that goal-setting is one of the keys to achieving more. These are the underlying reasons why goals do not become realized (reliableplant.com):

- Fear of success
- Fear of failure
- Lack of understanding of the goal setting process
- Lack of commitment
- Inactivity
- Analysis paralysis (overanalyzing the "what-if's"
- Lack of clarity
- Failure to plan
- Having too many goals
- Lack of motivation to change
- Feeling unworthy of end result (self-confidence)

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#### **EFFICIENCY AND ORGANIZATION**

# St. Patrick's Day is just around the corner! Need an organized plan to celebrate?

It's been a tough year since March, 2020 with the pandemic and many stay-at-home orders. We need the small celebrations now, more than ever, to keep us going

Here are 10 ideas to plan ahead and celebrate:

1) Buy a coffee mug, a tote bag, or article of clothing representing St. Patrick's Day from a small business owner (i.e. Etsy). You will not only spread holiday joy but also help small entrepreneurs succeed.

2) Put a list of songs together to play sometime on March 17th to get in the spirit.

3) Bake or purchase an Irish specialty, like soda bread. Get the recipe to purchase ingredients in advance.

Get more ideas by visiting the link on the website!



Spring is the best time for gardening projects. Write your Ideas down and set your budget now to be ready before going to the nurseries.

### COMING SOON!

MARCH 20: FIRST DAY OF SPRING

> APRIL 4: EASTER

APRIL 15: TAX DEADLINE

## 3 Easy Steps to Becoming More Goal-Oriented (continued from page 1)

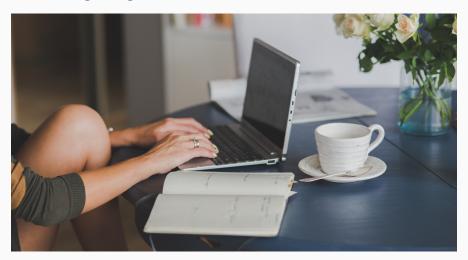
There are 3 easy steps to follow to become more goaloriented:

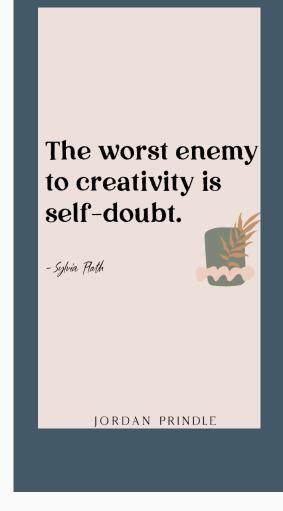
#### Step 1:

Setting specific, manageable goals with some kind of a time factor involved.

#### Step 2: Setting action plans for each goals

#### Step 3: Monitoring the goals





Click <u>here to read the full post</u>, including 5 examples of Steps 1, 2, and 3 shown above. Also included are 30 ideas and strategies to fight against the barriers and challenges of goal-setting and achieving. With an organized system in place, goals can be set, made actionable, and achievable through monitoring and tracking.

## HOW TO EXERCISE, EAT RIGHT, AND STAY HEALTHY ON A VERY BUSY SCHEDULE

It can be extremely difficult to work on keeping a healthy diet an exercising when the work load is hectic. It can be difficult, but definitely not impossible. According to data collected by CDC, in 2018, 42% of Americans were reportedly overweight or obese. Health is an important concern. What is even more alarming is CDC is finding obesity makes the risks of dying from Covid19 three times higher. Exercising, eating healthy, and staying fit are important now more than ever.

<u>Click here to get 35 strategies</u> to organize and plan your day in such a way to squeeze in some healthy habits - even while you are working!

# Do you know someone who wants to start a side business in Real Estate?

Why Real Estate?

The real estate market falls under the professional services industry. It is one of the <u>most common side employment</u> <u>careers</u> chosen because as an agent, a person has

- 1) unlimited earning potential,
- 2) flexible hours,
- 3) interacting and working with people,
- 4) <u>networking with colleagues</u>,
- 5) <u>researching, finding, and marketing properties</u>,
- 6) Helping individuals and families find the home of their dreams,
- 7) Ability to work from home.



Never trust your fears. They don't know your strength.

gemmaetc.com

If the reasons shown above are enticing, then starting a real estate business as a side job is for you! It is important to have a well-designed, organized, and efficient plan because after all, it is a business. The more time is invested, the faster the business will develop.

There are many ideas and strategies to employ to have strong success in real estate as a side business. Some of these include:

- Set a goal in this format: I will help \_\_\_\_\_ number of clients either buy or sell a home in the next 12 months. Fill in the blank with a realistic number.
- Contact by email or phone call at least 5 individuals or companies to ask if you can present at their staff meetings coming up. Let them know you are not going to sell, but rather, educate about real estate issues.
- Listen to 1 real estate podcast each week to stay informed, and learn from others.

Click <u>here to get 30 ideas and strategies</u> for success in real estate as a side business.

#### EFFICIENCY AND ORGANIZATION

## 10 Easy Time-Management Hacks to Help You Save Time during the Day to Spend on More Enjoyable Things in Life

- 1) Eat while you read.
- 2) Cut shower time by 5 minutes or more, if possible!

3) Try to be a passenger instead of a driver so you can catch up on reading, emails, and social media while enjoying a car ride.

4) You can save time by eating a two minutes quicker. Those two minutes will add up to 14 minutes in a week.

- 5) Wake up an extra 30 minutes earlier each day.
- 6) Get help with chores. In other words, trust others and delegate!
- 7) Have your workstation organized so you are not wasting time looking for things you have misplaced.

8) Watch videos, catch up with friends, or listen to audiobooks while fastwalking on the treadmill.

9) Keep your email inboxes clean so you are not re-reading and responding to emails that are already handled.

10) Focus 90% of your time on getting things done that help you achieve your goals. The other 10% is for fun and leisure.

#### Videos are now available on Youtube.com.

Please search for Ruzanna Hernandez and subscribe to the channel. New videos are being posted every Saturday at 6 pm.

