

Efficiency and Organization

March 2022

NEWSLETTER



How to USE PLANNERS and CALENDARS EFFECTIVELY to Accomplish Many Tasks and Achieve More Success

In my early 20's when I was trying to juggle having a full-time job, a full-time college schedule, running a small side business, being a homeowner, and a new parent of a young child, I had to find some way to do it all successfully. If I forgot to do a school assignment, it would have affected my grades. If I forgot to pay a bill, it would have affected my budget. If I was late to work, it would have impacted my career. Also, if I forgot something related to my business (taking care of customer needs, ordering supplies, etc.) it would have made me look unreliable as a business owner and ultimately, cost me money.

Using planners and calendars became the single best tool for me to stay organized with everything I had going on because I became super task-oriented! Everything I needed to get done went into my planner. When due dates were approaching, when appointments were nearing, when meetings were being held...all went into my planner and calendar.

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Use of Planners and Calendars (cont'd)

Once I trained myself to write everything down in my planner and calendar, I was able to DECLUTTER my brain. I did not have to stress over forgetting things, missing important events, and getting upset with myself for lack of organization and efficiency.

Here are some ways I learned to use my planner and calendar to become far more task-oriented, efficient, organized, and well-managed with time:

- 1) Keeping track of birthdays of friends, family, coworkers, and all others
- 2) Keeping track of appointments
- 3) Writing specific "to-do" items related to business on a consistent basis
- 4) Due dates of assignments, and reminders a few days ahead of when those assignments are due
- 5) Write when bills are due to be paid
- 6) What I'm preparing for dinner each day of the week
- 7) Weekly social media "to-do" actions
- 8) Renewal dates of licenses, insurance, etc.
- 9) Phone numbers, addresses, encrypted passwords
- 10) Dates of important meetings
- 11) Household "to-do" items, such as dry cleaning dates, cleaning days...
- 12) Following up reminders



Please try to do some of the same things I did that helped make a huge difference in my life!

COMING SOON!

MARCH

WOMEN'S
HISTORY MONTH

MARCH 13
DAYLIGHT
SAVINGS

MARCH 17
PI DAY
ST. PATRICK'S
DAY

MARCH 20
1ST DAY OF
SPRING

APRIL

APRIL 1
1ST DAY OF
RAMADAN

APRIL 2
AUTISM
AWARENESS DAY

APRIL 15
PASSOVER

APRIL 17
EASTER

APRIL 22
EARTH DAY

WHAT TO DO WHEN YOUR JOB IS NOT PAYING ENOUGH | 4 HELPFUL IDEAS

If you face a situation where your weekly or monthly salary is simply not enough, you are not alone. You are experiencing financial challenges like millions of people in similar situations. If you do not think your job is paying you well enough and you are financially struggling, sometimes or all the time, you can do things in your situation. To improve your circumstances, here are four ways to go about making changes.

- Setting goals to earn more money
- Backward planning
- Getting organized with the process of achieving your goals and earning more money
- Self-motivation to push ahead with your plans and goals

If you find yourself in a situation where you are working, but your job is not paying you enough to help you live a lifestyle you want, you can do things do to change your circumstances. Here are some specific steps you can take to start getting organized and efficient with changing your job situation and changing your life for the better.

- 1) Set a specific goal for what you need to do to improve your financial situation.
- 2) Begin the process of backward planning.
- 3) Start getting organized to successfully achieve your financial goals and earn more money.
- 4) Develop self-motivation to push ahead with your plans and goals.

[Click here to read the article in a lot more detail with examples and step-by-step guides.](#)



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10 Ways to be Consistent to Succeed in Small Business

Consistent to Succeed in Small Business

1 Having a specific day and time of the week for accounting-related tasks

2 Becoming task-oriented by using a planner and calendar

3 Staying in touch with contacts and customers on regular basis

4 Sticking to a marketing idea or plan for at least a few months

5 Staying within budget

6 Having set work hours

7 Building brand by consistency

8 Keeping promises to clients, business partners, and other stakeholders

9 Having specific business goals and analyzing those goals on the first day of each quarter

10 Having strong organizational skills and practices in place to save time, money, and energy

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THESE WALL DECORATIONS WILL INSPIRE AND EMPOWER WOMEN IN YOUR LIFE WHO ARE WORKING HARD TO PURSUE THEIR GOALS AND DREAMS!

CLICK ON THE IMAGE TO LEARN MORE.



25 DAILY SMART GOALS

to save money

1) Buy food from restaurants just once a week.

2) Drink water instead of soda or other drinks that cost more money.

3) Recycle your cans and bottles.



4) Look at your balances in accounts every other day to track where money is going.

5) Sell items you do not use on apps, such as decorative items, kitchen items, electric tools, etc.

6) Work out at home instead of a gym membership.



7) Check out books from the library or buy used.

8) Call cable company, phone company, etc. and say you are going to switch to another carrier. Ask for ways you can save money with them before you switch.

9) Look at your thermostat - lower or higher the temperature to save money on warm or cold days.



10) Cut the number of trips you take to Starbucks.

11) Check out thrift shops first before going to the mall.



12) Ask friends and family if they have things they can give you rather than making a purchase.

13) Shop around for lower insurance rates.

14) Pay off debt to save money on interest.



15) Cut cable bills. Stream from just a few services instead like Disney Plus and Peacock.

16) If your bank charges you fees, switch to a credit union!

17) Buy only things that are essentials for the home, for you, and for the family.



18) Turn off appliances when they are not in use.

19) Be careful with how much you spend on alcohol and tobacco products.

20) Research ways to save money through Google, Pinterest, and other sites.

21) Buy more chicken instead of beef - it costs less.



22) Do not upgrade to a new phone if it's not necessary to save on your phone bills.

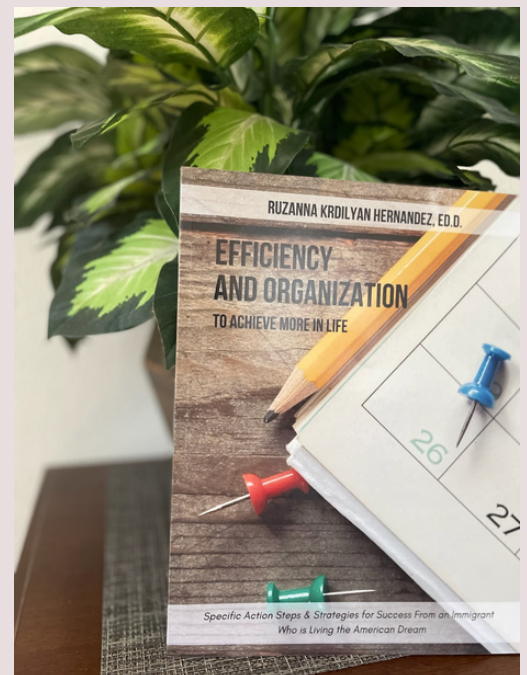
23) Cut all memberships and subscriptions you do not use.

24) Declutter and organize your home.

25) Cut your water usage each month, even if it means shorter shower times.



LOOKING FOR SPECIFIC WAYS - CHECKLISTS - TO HELP GUIDE YOU ON YOUR JOURNEY TO BECOMING MORE EFFICIENT, ORGANIZED, PRODUCTIVE, AND WELL-MANAGED WITH TIME? HERE IS A BOOK THAT HELPS YOU DO ALL THAT!



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