

IDEAS, TIPS, STRATEGIES TO BECOME MORE EFFICIENT & ORGANIZED



20 SMART Goal Examples for Work and Professional Life

Set some SMART goals using the examples given to you in this article to succeed and thrive in the upcoming months. Achieve professional growth and success! Choose up to 3 SMART goals to work on to not feel overwhelmed. Your success with achieving goals at work will ultimately help you with your personal life, too.

Choose one to three of these SMART goal examples to improve and succeed in your professional life at work.

- 1. I will start organizing my workspace 30 minutes before the workday ends to leave on time.**
- 2. I will take 1 class or course in the next 6 months (online or in-person) to improve my work or acquire a new skill.**
- 3. I will only check my emails 3 times a day in 30-minute increments to make time for other things that need to get done.**
- 4. Once a week, I will take 1 hour to declutter my email inbox.**



-continued on page 2

20 SMART Goal Examples for Work (cont'd)

5. I will write down 3 priority tasks that I need to get done each day and focus on those, first.

6. I will organize my workspace and declutter at the end of each week.

Organizing workspaces involves:

- **Sorting**
- **Shredding**
- **Creating 1 priority stack**
- **Clearing out your inbox tray**
- **Returning phone calls and emails**
- **Throwing things away**
- **Putting things where they belong**

Click [HERE](#) for office organizing tools you can use to keep your desk decluttered, neat, and tidy at all times.



7. I will take time to get to know 1 individual to build my connections and network each week.

Click [HERE](#) to get all 20 SMART goal examples.

COMING SOON!

March

INTERNATIONAL
WOMEN'S DAY
MARCH 8

ST. PATRICK'S DAY
MARCH 17

April

AUTISM
AWARENESS DAY
APRIL 2

PASSOVER
APRIL 5 - 13

EASTER
APRIL 16

TAX DUE DEADLINE
APRIL 16

EARTH DAY
APRIL 20

ADMINISTRATIVE
PROFESSIONALS'
DAY
APRIL 26

BENEFITS OF MOTIVATING YOURSELF TO TAKE MORE RISKS IN LIFE

Risk-taking is a normal part of life. When we are younger, we are more willing to take risks than when we are older. Experience teaches us to be more careful and cautious. But is our comfort level holding us back from taking on more risks that can help us live more and do more in life? This article shares the benefits of motivating ourselves to take more risks as adults to achieve our own versions of greatness.

Here are the reasons you should motivate yourself to take risks in your life:

- 1) To learn and grow mentally from new opportunities
- 2) Achieve major goals
- 3) Be in a better financial situation
- 4) Have a better quality of life
- 5) To live fully and abundantly by experiencing more
- 6) Build resilience and confidence
- 7) To inspire others around you to take risks

How to Motivate Yourself to Take Risks

Take more risks confidently by utilizing some of these suggestions.

- 1) Find a good support system.
- 2) Take more "calculated risks."
- 3) Be prepared to deal with the outcomes should they be unfavorable.
- 4) Work on your self-motivation.

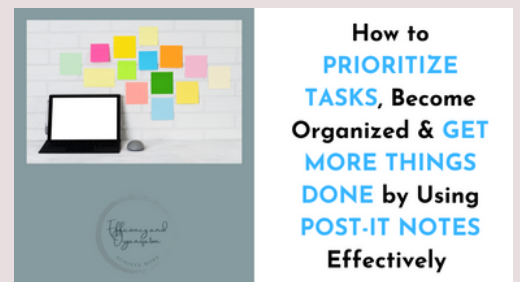
-continued on page 4

Latest Videos

3 WAYS TO ORGANIZE TIME AND MANAGE TIME VERY EFFECTIVELY TO ACCOMPLISH MORE DURING THE DAY



HOW TO PRIORITIZE TASKS, BECOME ORGANIZED & GET MORE THINGS DONE BY USING POST-IT NOTES EFFECTIVELY



HOW TO SPEND TIME WITH THE FAMILY DESPITE HAVING A VERY BUSY WEEKEND | 3-DAY WEEKEND IDEAS



Benefits of Motivating Yourself to Take Risks (cont'd)

5) Break significant goals into doable, smaller action plans

When you have something big, impressive, and yet daunting to achieve, like planning a wedding, returning to college to finish a degree, buying your first home, remodeling your home, traveling somewhere far away, starting a business, and more, you have to follow a process to succeed:

First, visualize how you would look and feel when you achieve that goal. That vision will help keep you motivated to take a through and through again to achieve that coveted goal.

Second, write yourself a SMART goal (specific, measurable, attainable, realistic, timely). Here are 3 examples:

- a) I will send out my application to 10 places within the next 2 weeks to get a call back for an interview for a new position.
- b) I will write a book to be ready for publishing within 18 months.
- c) I will start my digital media business within the next 6 months.

Third, write specific action plans, or specific actions you will take to achieve your goal in a timely manner.

[Click here to read on this topic and get awesome and helpful infographics.](#)

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



SMART Goals for Business Owners to Become More Organized

To become more successful with your small business, consider setting some goals to become organized, efficient, and better managed with time. Setting goals will help you consciously develop better skills that will benefit your business.

- 1) I will keep a to-do list each day and prioritize the list with the tasks that must get done immediately.
- 2) I will declutter and organize my entire workstation once a week.
- 3) Once a week, I will make sure my desk has only essential items, such as paper clips, pens, post-it notes, etc., to keep my areas clean, neat, and decluttered.
- 4) I will develop a system for keeping track of inventory within one month and stick to it to prevent overbuying or undersupplying.
- 5) I will limit my time on social media to about 30 minutes daily.
- 6) I will limit side conversations and socialization to 5 minutes to prevent wasting time.
- 7) I will set a business budget and develop a system to track expenses within one month.

[CLICK HERE TO GET THE OTHER GOALS.](#)



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



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

Articles and Infographics for More Planning, Organizing, and Improving Life through Goal-Setting

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

ADVICE AND TIPS FOR MEDICAL ASSISTANTS AND DENTAL ASSISTANTS

1. GO TO WORK WITH A FRESH ATTITUDE TO HELP AND SERVE OTHERS EVERY DAY.



2. GIVE YOURSELF ABOUT A YEAR TO LEARN AND EXPLORE THE MEDICAL FIELD.



3. SET LONG-TERM GOALS FOR YOURSELF AND YOUR CAREER.

4. KEEP UP A GOOD REPUTATION.

5. ACQUIRE NEW KNOWLEDGE AND SKILLS; CONTINUE YOUR EDUCATION.



6. GROW YOUR NETWORK AND CONNECTIONS.



7. BE ORGANIZED, EFFICIENT, AND PRODUCTIVE AT WORK.

8. BE OPEN TO LEARNING AND DEVELOPING; BE COACHABLE!



9. PRACTICE SELF-CARE.



10. BE WILLING TO ACCEPT CHANGE.

10 Ideas for Celebrating Successes in Life, No Matter How Small

1) Buy yourself a cup of coffee and a dessert that you would not normally get.

2) Get yourself some flowers or some chocolate!

3) Sit out on your patio or your yard with a nice book, some music, and even some wine!

4) Take a small ride to the nearest body of water, the beach, or the mountains for some fresh air and to get away from it all.

5) Reward yourself with self-care (self-pampering) such as a manicure and a pedicure.

6) Get takeout food that you enjoy but do not normally purchase.

7) Plan a short weekend getaway somewhere inexpensive.

8) Buy yourself a little gift, such as a hat, sunglasses, or a bath set.

9) Write a letter to your future self telling him or her how proud you are of what you are doing right now.

10) Do something you love doing but do not normally have time for, such as watching an episode of your favorite show, uninterrupted!