

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



25 Motivational Quotes on Efficiency and Productivity

The more you can build your time management skills, the more productive and efficient you will be with everything you have going on in your everyday life. More achievement leads to more lived experiences and a fulfilled abundant life!

Use the 25 motivational and inspirational quotes below for efficiency and productivity to guide you in your quest to become better-managed with time, more efficient, organized, and productive.

1. **“A man who dares to waste one hour of time has not discovered the value of life.”**
- Charles Darwin

2. **“Nothing is so fatiguing as the eternal hanging on of an uncompleted task.”** -
William James

-continued on page 2



25 Motivational Quotes on Efficiency and Productivity (cont'd)

3. "Effective performance is preceded by painstaking preparation."- Brian Tracy

4. "Procrastination is the thief of time."- Charles Dickens

5. "Until we can manage time, we can manage nothing else." - Peter Drucker

6. "It is not enough to be busy... The question is: What are we busy about?" - Henry David Thoreau

7. "Absorb what is useful, reject what is useless, add what is specifically your own." - Bruce Lee

8. "One reason nature is efficient is because there is no waste. Everything produced creates value for others and is consumed by others on the basis of value." - Hendrith Vanlon Smith Jr.

9. "Minutes may seem as worthless as pennies until you add them up. Neither should be wasted." - Richelle E. Goodrich

[CLICK HERE TO READ THIS ARTICLE IN MORE DETAIL. ON EFFICIENCYANDORGANIZATION.COM.](#)

COMING SOON!

May

CINCO DE MAYO
MAY 5

MOTHER'S DAY
MAY 14

MEMORIAL DAY
MAY 29

June

FATHER'S DAY
JUNE 18

JUNETEENTH
JUNE 19

SUMMER SOLSTICE
JUNE 21

15 USEFUL AND PRACTICAL MOTHER'S DAY GIFTS TO GIVE AS SIBLINGS

By joining forces with your siblings, you can give your mom a valuable, functional, practical gift for Mother's Day this year! She'll appreciate you coming together to get her something as a team. Get ideas and inspiration from this article to plan ahead.

1) [iRobot Roomba Vacuum](#)

2) [Quality Juicer](#)

3) [A Designer Purse](#)

4) [Stand Mixer](#)

5) [Membership for One Year of Services](#)

6) [Annual Membership to a Theme Park](#)

7) [Pantry Organizing Set](#)

8) [Herb Garden Bed](#)

9) [Gift Card for a Store of Her Choice](#)

10) [All-In-One Printer and Scanner](#)



[CLICK HERE TO HERE TO READ THE REMAINING ARTICLE. WITH ALL 25 IDEAS.](#)

Latest Videos

[SMART GOALS FOR WORK & FOR PROFESSIONAL LIFE - 20 EXAMPLES!](#)



[HOW TO BE MORE DECLUTTERED, ORGANIZED, AND PRODUCTIVE IN LIFE | TIPS AND IDEAS #26-30](#)



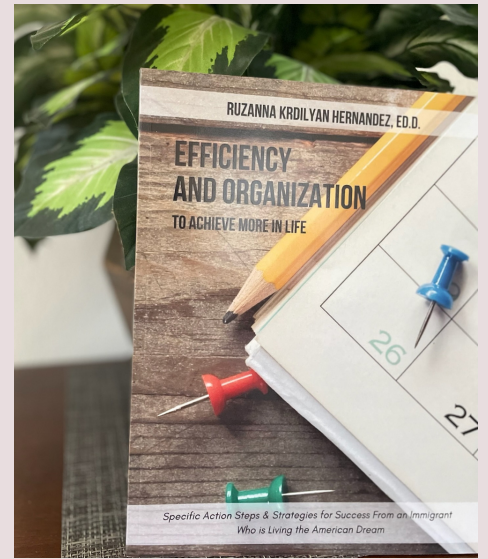
[TEACHER DESK MAKEOVER IDEA THAT'S UNIQUE & AWESOME INCREASE ENGAGEMENT & IMPROVE CLASS MANAGEMENT](#)



10 Practical Ways to Communicate More Effectively at Work

- 1) Communicate with people if you need help with something specific.
- 2) Let your close work associates know if you are not in the right mood for health or personal reasons.
- 3) If there is a strong possibility a deadline will not be met, let supervisors know.
- 4) Talk about your preferred communication style with others.
- 5) Remember that smiles and a pleasant demeanor go a long way.
- 6) Offer help if you see those around you needing help to keep up with their workload.
- 7) Give positive feedback and acknowledgment to your colleagues.
- 8) Stay away from cliques and groups that tend to gossip, criticize, and complain.
- 9) Show genuine care and interest in others.
- 10) Be mindful of your body language, mood, and tone when talking to people, especially when you are stressed or tired.

[CLICK HERE READ THE DETAILED ARTICLE.](#)



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



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

9 Specific Strategies to Work Full-Time While Operating a Small Side Business: How to Keep a Balance

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

9 SPECIFIC STRATEGIES TO WORK A FULL-TIME JOB WHILE OPERATING A SMALL BUSINESS

1) Write a long-term plan for the side business (long-term goal).



2) Review your plan for the side business biweekly and evaluate its success once every six months.

3) Have specific tasks and activities you are willing to do for your side business each month to move forward and ahead.



4) Develop organized systems and routines all around you to help you succeed.

5) Decide how much time you will put toward the business daily and weekly, and do not waver from that plan.



6) Use the time you give daily or weekly to the business efficiently and effectively.

7) Stay positive and celebrate your small wins each week.



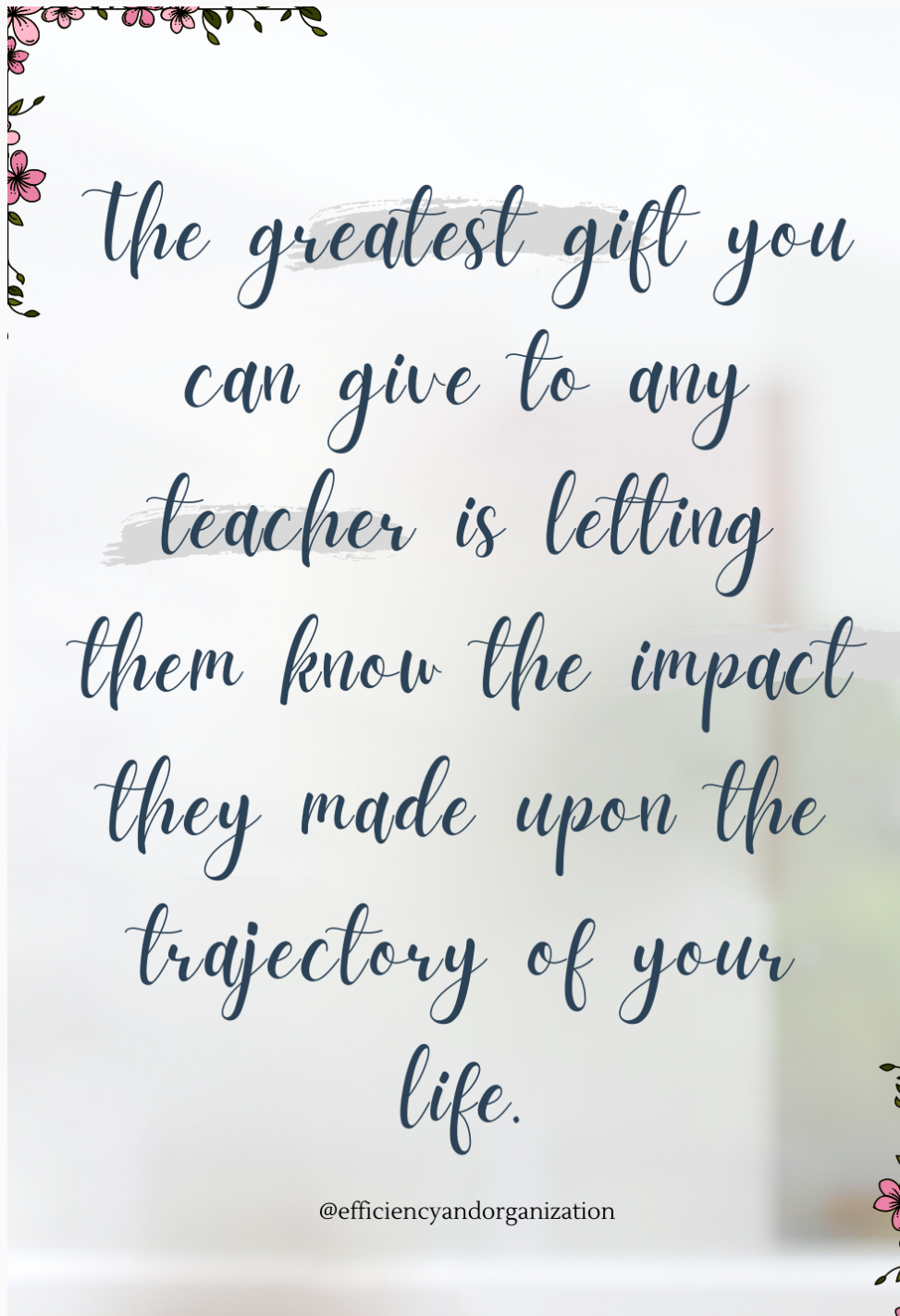
8) Incorporate at least 1 hour of rest and self-care into your day to "recharge" and refresh to prevent burnout.

9) Keep an open mind to learn, read, and develop professionally and personally.



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

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



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

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

