

Efficiency and Organization

September 2022

NEWSLETTER

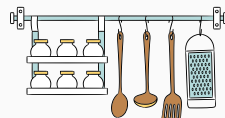


20 SMART Goals to Become More Organized and Efficient in Life

If you want to become more organized and efficient in your life to achieve more, choose one to five of these goals. Carefully monitor your progress each day, week, or biweekly to achieve success. Each of these SMART goals has a "deadline" to help you monitor your progress with each at the end of that time. Eventually, the goal will become a habit and a routine to last you a lifetime. Celebrate your achievements when you achieve your goals!

Choose one to five goals to work on at one time from the list below, based on what you want to improve upon immediately.

1) I will have my kitchen fully organized, clean, and neat before I go to bed each day for the next 6 months.



2) My closet will be neatly stacked and in order each day before I go to bed for the next 6 months.

3) The garage will be decluttered entirely within the next two months.



4) My living room and family room areas will have only items that belong there while all other things will be put away at the end of each day.

5) I will not leave my workspace each day for the next 6 months (at home or work) unless I organize and store supplies or documents in neat and organized piles ready for use the following day.



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20 SMART Goals (cont'd)

6) I will make sure gardening tools are neatly stacked or put away at the end of each week.

7) I will use an electronic or paper planner to keep myself organized and only work on tasks that help me achieve goals and success.

8) I will use a calendar to block out time in my day to do the most essential things and manage my time effectively.



9) Bedrooms will be organized and completely decluttered within one month and maintained for the next 12 months.

10) My email inbox will be cleared and organized within the next 2 weeks.



11) Within the next month, I will have at least one extra item in my garage for staple items, like toilet paper, paper towels, bottles of water, etc.

12) I will have a neat place to store all my important documents in a neat order within one month.



13) I will clean and organize my vehicle's interior once each weekend for the next 6 months.

14) I will clean and organize my purse, backpack, or handbag once each weekend for the next 6 months.

15) I will use a shopping list every time I need to go to purchase items, such as groceries, clothing, and household supplies for the next 12 months.



16) I will make a list of deadlines and use it every day for the next 12 months.

17) I will do a complete Spring cleaning of my home and workspace to organize, tidy up, throw away or donate things that are not necessary.



18) I will organize utility drawers and check them weekly to ensure they stay neat and well-kept.

[CLICK HERE TO READ THE COMPLETE ARTICLE WITH ALL 20 SMART GOAL IDEAS.](#)

COMING SOON!

OCTOBER &
NOVEMBER

October

COLUMBUS DAY
OCTOBER 10

BOSS' DAY
OCTOBER 17

HALLOWEEN
OCTOBER 31

NOVEMBER

NOVEMBER 1
DAY OF THE DEAD

NEW YORK CITY
MARATHON
NOVEMBER 6

DAYLIGHT SAVINGS
BEGINS
NOVEMBER 6

VETERANS' DAY
NOVEMBER 11

THANKSGIVING
NOVEMBER 24

BLACK FRIDAY
NOVEMBER 25

PLANNING AND GETTING ORGANIZED FOR A SPIRITED HALLOWEEN THIS YEAR

If you are a busy person juggling a lot in your life, you can still celebrate and get in the spirit. After all, getting in the spirit of a holiday helps you escape from the everyday stress of life for one day a year!

Choose as many as you'd like, depending on your schedule.

1) Decorate the patio or outdoor areas.



2) Decorate the interior of your home.



3) Plan a Halloween dinner.

4) Plan on a costume to wear on Halloween.

5) Plan a Halloween party.

6) Make treats for coworkers and friends.

7) Purchase candy to give out to visitors.



8) Put a small list of movies to watch while giving out candy and treats.

9) Plan a trip to a theme park or pumpkin patch.

10) Bake cookies and pastries that put you in the Fall mood.



11) Plan to make Fall crafts to prepare for the season and Thanksgiving.

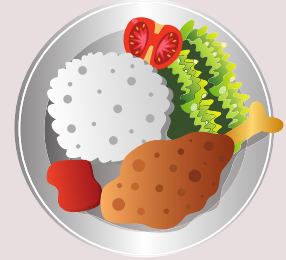
12) Have a backyard S'more party while playing Halloween music.

13) Wish friends, family, and contacts a Happy Halloween via text or social media.

[Click here to read the complete article with sites and resources.](#)

Latest Videos

[MEAL PREPARATION IDEAS FOR BUSY PEOPLE | LIST OF 100 MEALS FOR 100 DAYS TO SAVE TIME AND MONEY](#)



[Click here to watch the video](#)

[A STEP-BY-STEP PROCESS FOR IDENTIFYING YOUR CORE VALUES AND BELIEFS TO LIVE MORE PURPOSEFULLY](#)



[Click here to watch video](#)

[HOW TO SAVE TIME AT WORK TO BECOME MORE EFFICIENT AND PRODUCTIVE TO ACCOMPLISH MORE | 6 IDEAS](#)



[Click here to watch video](#)

What to Keep in Your Bag, Purse, or Car to Stay Organized as a Student

- 1) Cell phone
 - 2) Wallet
 - 3) Post-it notes

 - 4) Pencil
 - 5) Pen
 - 6) Highlighter

 - 7) Extra pair of glasses or contacts
 - 8) Sunglasses
 - 9) Planner

 - 10) Calendar
 - 11) Index cards
 - 12) Small brush/comb

 - 13) Make-up items, like lipstick
 - 14) Feminine products
 - 15) Hair clip or scrunchy

 - 16) Deodorant
 - 17) Gift cards
 - 18) Small amount of cash
- If space allows:
- 19) Jacket
 - 20) Extra pair of socks
 - 21) Daily medicine
 - 22) Bottled water

Latest Resources for Teachers

COLLEGE AND CAREER READINESS SKILLS TO PROMOTE IN CLASSROOMS *

Being on time

Teaching rigorous content

Learning and working independently

Opportunities to lead

Collaborate with others

Effective communication skills

Building a network

Organizing and prioritizing

Use of technology

Paying attention to detail

Setting SMART goals

Doing extra

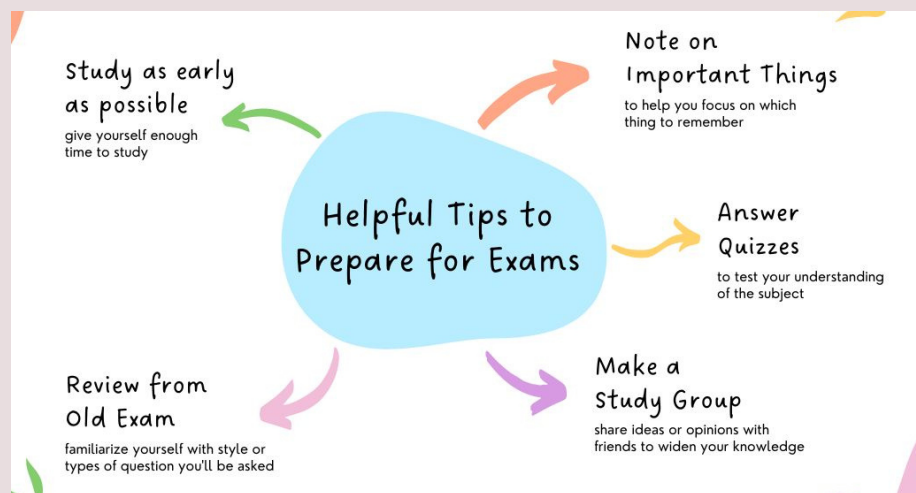
Attitude and body language

Perseverance

Making mistakes and learning from them

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For Students



10 Specific Ways Parents Can Teach Kids Organizing Skills

1. Backpack Organization

Help ensure their backpacks are organized and categorized each day. Help them look through their backpacks. Pens should be where they belong. Papers should be placed in categories in a binder or thrown away.



2. Binder Check

Check binders each day to help kids categorize their work. There should be dividers, a small pouch for writing utensils, and labels for each section.

3. Cabinets and Drawers

Each week, drawers and cabinets should be neatly organized and categorized. There should be no residue or dirt, such as pencil shavings. Each item should be neatly stacked. Items should be placed in categories.

4. Help with Dinner Preparation

While they help you prepare dinner, they can learn how to manage time, work with ingredients in a specific order, and clean after they are finished.



5. Storing Toys

Storing toys each day in proper locations will help build organizing skills. Toys should be put in drawers or chests for easy storing and decluttering purposes. Old toys should be thrown out.

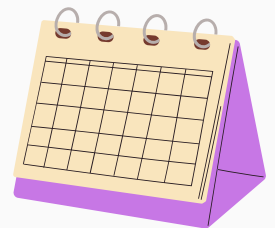


6. Help with Laundry

Laundry must be done in a specific, chronological way that can help build organizing skills in a child. Laundry involves sorting colors, reading labels, washing, drying, folding, and hanging.

7. Planners and Calendars

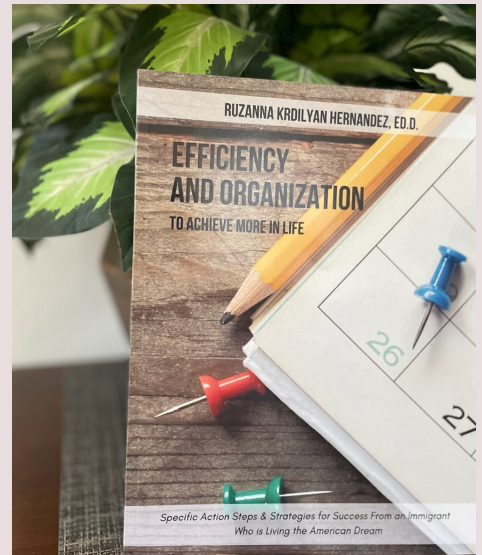
Purchase planners and calendars for kids and ensure they use them daily for organizing and planning. They can write their due dates, assignments, appointments, and more.



8. Organized Closet

Clothes must be neatly snacked or hung in the closet. Shoes must be appropriately placed in rows. They can even be color-coded. Clothes systematically go in a closet.

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!



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

[CLICK HERE TO READ THE ENTIRE ARTICLE WITH LOTS OF RESOURCES.](#)