

# Efficiency and Organization

September 2023

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



## Easy Process to Achieve More This Month and Feel Accomplished

**1) First, imagine what it would look like and feel like to achieve everything you want to achieve at the end of 30 days.**

Think about what it would feel like to have all, or almost all, of your tasks accomplished each week. Would you feel happy, overjoyed, productive, confident, at peace, and less stressed? Imagine all those positive feelings and thoughts to motivate yourself to stay focused, on task, and less distracted to get everything you want accomplished in the next month.

**2) Set specific goals and tasks to accomplish.**

You must have specific goals set for the next 30 days. The more specific these short-term goals are, the better. Here are 5 examples:

- I will completely declutter and clean my home within the next 30 days.
- I will do specific things each day to live a healthy lifestyle and lose 10 pounds within the next month.
- I will save \$250 in an emergency fund within the next 30 days.
- I will create and stick to a budget for the next month.
- I will visit a national park in the next 4 weeks.

-continued on next page



# Easy Process to Achieve More (cont'd)

## 3) Set even more specific action plans for each week and each day of the week.

Once you have a general SMART goal written you should set some specific action plans. The goal tells you what you are going to accomplish within now and 30 days from now. The specific action plans say what you are going to do every day between now and then to **actually** achieve the goal.

### Goal:

- I will completely declutter and clean my home within the next 30 days.

### Action Plans:

- Week 1: Clean and organize bedrooms and bathrooms
- Week 2: Clean and organize bathrooms
- Week 3: Clean and organize kitchen
- Week 4: Clean and organize living room/dining room/all other rooms

## 4) Monitor your progress.

## 5) Build self-motivation, self-confidence, and self-discipline to stay with your goals and tasks.

## 6) Recognize and celebrate your successes.

Every day or every 2 days, follow up on your progress. If you have a checklist for all the things you need to accomplish daily or weekly, cross them off. See how well you are doing and what needs to be adjusted or changed. If you got distracted by an emergency or something that came your way unexpectedly, do not worry; it happens to everyone. Otherwise, use a checklist to stay on track, focused, and disciplined with the tasks that must be done.

## 7) Reflect on how to grow from the experience.

**COMING SOON!**

September

HISPANIC HERITAGE MONTH

LABOR DAY  
SEPTEMBER 4

PATRIOT DAY  
SEPTEMBER 11

1ST DAY OF FALL  
SEPTEMBER 23

October

FILIPINO AMERICAN HERITAGE MONTH

COLUMBUS DAY  
OCTOBER 9

BOSS' DAY  
OCTOBER 17

HALLOWEEN  
OCTOBER 31

# Working Full Time and School Full Time - It's Possible!

## 1) Plan out each day the night before.

Organizing your time and mind are the most essential steps in time management when juggling a lot and trying to do it all successfully. You have to constantly think about the next step and the next move to make to finish everything you set out to do.

## 2) Make school one of your 3 top priorities.

At any given time, have 3 top goals or priorities. Those 3 main priorities should be given most of your attention.

## 3) Avoid participating in activities that do not help you reach your educational or work-related goals.

## 4) Limit all distractions while working or studying.

To achieve success in school while attending full-time and working full-time, you must develop the ability to focus well on tasks to get them accomplished quickly and accurately. You cannot get distracted in too many ways. Distractions keep you away from doing the work you are supposed to do.

## 5) Make daily checklists.

Do not store information in your head. If you keep relying on your mind to remember details and things of importance, you risk the chance of dropping the ball! Make a daily checklist to keep an organized list of everything you need to do.

[Click HERE to read the entire article with 15 tips and suggestions.](#)

## Latest Videos

Click on each image to be directed to the video.





# More Helpful Tips, Ideas, and Resources

Click on the titles or images to be directed to each article.

## Inexpensive Team Building Gifts *for Employees and Other Team Members*

- 1) Give on-the-spot praise for an idea.
- 2) During team meetings, recognize team members' recent, specific contributions in front of peers.
- 3) Leave a note with a small treat on the team member's desk or work area to let them know you appreciate them when they are not there.
  - 4) Buy small plants that do not require much care, especially succulents.
- 5) Hold a potluck where you can buy meat and barbeque for your staff during work hours.
- 6) Surprise employees every so often with the gift of time; let them go home a little early!
- 7) Make a slide presentation for the holidays or at the end of each season highlighting people's personalities and contributions to the team.
  - 8) Make hot cocoa kits as gifts.
- 9) Give hand care kits, especially to employees who use their hands in their line of work.
  - 10) Give something motivational, such as wall art.
- 11) Give a small gift that is unique to the team member's interests.
  - 12) Buy inexpensive electronic gadgets team members can use.
  - 13) Get mug warmers for your coffee and tea drinkers!
- 14) Organize an outing during work hours away from the workplace.
- 15) Give self-help, self-development, and inspirational books with bookmarks.

[efficiencyandorganization.com](http://efficiencyandorganization.com)

## 5 Effective Strategies to Break Major Projects into Smaller Parts

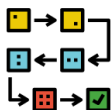
01

List 3 things you want to get done within the next six months, 3 things you want to get done in one year, and 3 in one year. Doing this will help you start with your end goal in mind.



02

Imagine how you would look and feel when you accomplish that end goal or complete that project. That image will inspire you and motivate you to accomplish and achieve.



03

Now that you know what you want to accomplish and by what amount of time, start backward planning. List specific things you will do each month, week, day to accomplish those 3 things you wrote down.

04

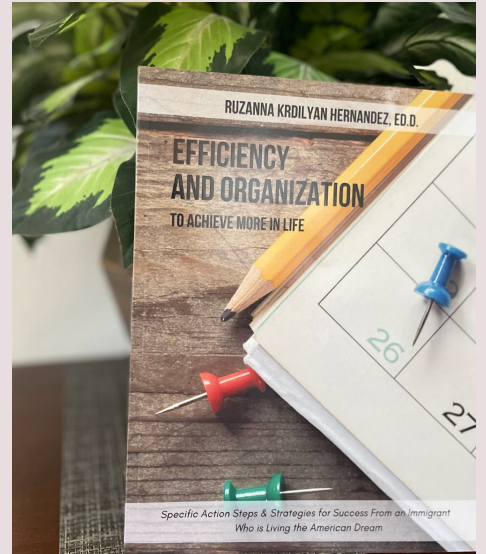
Once the list of things you need to do to accomplish the big task is complete, put each item in priority order.



05

Instead of focusing on accomplishing a big, daunting goal, project, or task without knowing where to start, you have a list of actions to focus on daily, weekly, and monthly that will lead to finishing the larger task.

[efficiencyandorganization.com](http://efficiencyandorganization.com)



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



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

# Helpful Content Recently Published

---

Click on the titles or images to be directed to each article.

## HOW TO RESTRUCTURE THE DAY TO HAVE MORE TIME



## 10 CLASSROOM TOOLS AND GADGETS THAT MAKE CLASSROOM LEARNING FUN



## HOW CAN I GET GOOD GRADES THIS SEMESTER? TIPS AND STRATEGIES

