

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



8 Ways to Get Ready for Thanksgiving and End-of-Year Holidays

Here are 8 specific things you can work on during Thanksgiving Break to organize yourself for the end-of-year holidays that are quickly approaching.

1. Get all your Christmas or holiday cards ready to mail.
2. Put up your holiday decorations and Christmas tree.
3. Work on finalizing your Christmas shopping list.
4. Make holiday plans to be prepared and organized: Where will you go, who will you see? Arrange travel plans.
5. Plan on end-of-year doctor visits, such as dental visits, flu shots, and eye exams.
6. If you have friends and family visiting, plan home cleaning and food preparation ideas.
7. Buy a planner for the new year to start planning ahead.
8. Plan end-of-year budgeting and get organized with your finances.

Use your Thanksgiving break to prepare for the end-of-year holidays. Planning and getting organized can help you feel less stressed, save money, pay attention to details (not forget things), and be better managed with your time.

Click [HERE](#) to see the article in more detail.



Tips on Developing a Stronger Work Ethic

Being a hard worker can take you far in your career, business, or academics. Your commitment, habits, and drive will lead you to success. Get tips on how to develop a strong work ethic to put into practice today!

- 1) Start each day with the right mindset.
- 2) Begin each day the night before.
- 3) Begin early.
- 4) Have organized spaces.
- 5) Use checklists.
- 6) Make a daily to-do list and cross off accomplished tasks.
- 7) Focus on priorities.
- 8) Be as goal-oriented as possible.
- 9) Use a planner with a calendar.
- 10) Break large tasks and projects into smaller, more manageable units.
- 11) Use a timer.
- 12) Take mini breaks.
- 13) Do not leave an area or a workstation until the main tasks are completed.

[CLICK HERE TO READ THE ENTIRE ARTICLE WITH SPECIFIC EXAMPLES](#) and ALL 25 TIPS!

COMING SOON!

November

DAYLIGHT SAVINGS ENDS
NOV 3

ELECTION DAY
NOVEMBER 5

VETERANS DAY
NOVEMBER 11

THANKSGIVING
NOVEMBER 28

NATIONAL NATIVE AMERICAN
HISTORY MONTH

December

CHRISTMAS
DECEMBER 25

KWANZAA
DEC 26 - JAN 1

NEW YEAR'S EVE
DECEMBER 31

25 Tips for Working from Home for More Productivity

Here are ways to boost your productivity while working from home. Increase your efficiency and develop better work habits. Focus on only 3 of these at one time to avoid feeling overwhelmed. Stick to them for the next 2 months!

1) HAVE A CLEAN, UNCLUTTERED OFFICE SPACE.

2) THE EMAIL INBOX SHOULD HAVE JUST A FEW ITEMS BEING WORKED ON CURRENTLY.

GE EMAIL INBOXES FOR NON-TECH-SAVVY PEOPLE

3) USE CHECKLISTS.

4) KEEP YOURSELF DISTRACTION-FREE.

5) WORK ON THE TOP TASKS AND PRIORITIES FIRST THINGS IN THE MORNING IN SEQUENTIAL ORDER.

6) USE YOUR DOWNTIMES (UNINTERRUPTED TIMES) AS PRODUCTIVELY AS POSSIBLE.

[Please click here to download pdf version of this document.](#)

7) BREAK LARGE TASKS AND PROJECTS INTO SMALLER, MORE MANAGEABLE UNITS.

8) USE A CALENDAR, SCHEDULE, AND PLANNER EVERY SINGLE DAY.

9) EACH NIGHT, CHOOSE UP TO 3 TOP-PRIORITY THINGS YOU WANT TO DO THE FOLLOWING DAY.

10) USE PROJECT FOLDERS.

11) KEEP A SUPPLY OF THINGS YOU USE DAILY IN STOCK.

[CLICK HERE TO SEE THE ARTICLE WITH ALL 25 TIPS!](#)

13 Checklist Ideas for Kids



What checklists are best for kids to benefit them with their growth and development? Get examples from this post to enjoy the benefits of using them.

1) Upcoming assignments and school-related projects with due dates

2) Checklist for chores

3) Checklist for cleaning the room

4) List of long-term and short-term goals

5) Grocery or snack checklist

6) Back-to-school checklist

7) Travel packing checklist

8) Morning checklist

10) After-school and evening checklist

11) Checklist with due dates for high school seniors

12) Holiday planning checklist

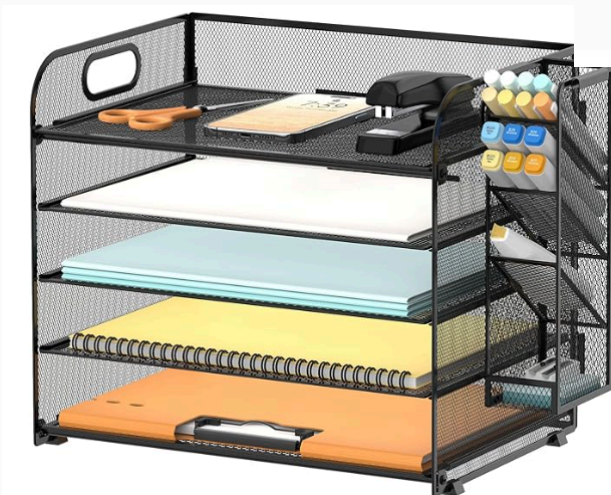
13) Gift list



[CLICK HERE TO READ THE ENTIRE ARTICLE WITH HELPFUL TIPS.](#)

ORGANIZING TOOLS FROM AMAZON.COM

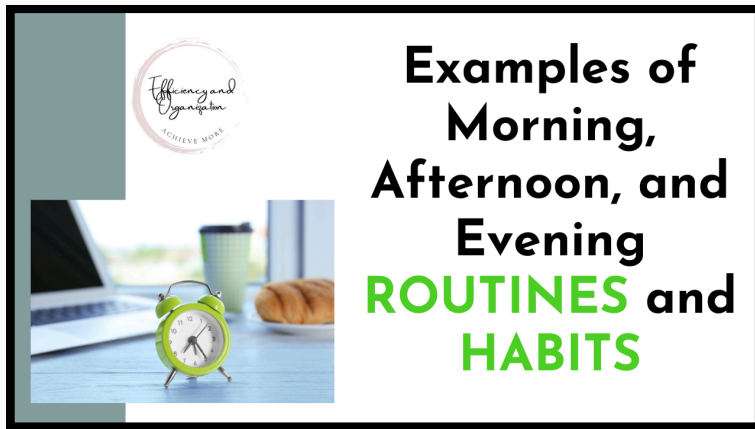
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7 Tips for Reading Self Help Books

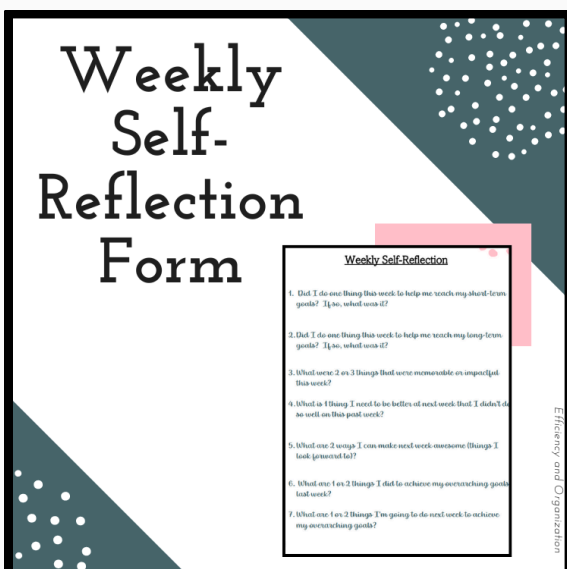
1. Read each chapter. Highlight or underline the parts and pieces that resonate with you the most.
2. When you get to the end of the chapter, go back, and read the highlighted or underlined sections only.
3. Based on those highlighted and underlined sections, write down what specifically you want to do to make changes in your life.
4. Turn each specific thing you want to change into a goal. Make sure the goal is as specific as possible with a due date or a deadline.
5. Write the goals down using a notebook, a goal form, or a vision board. You can measure your success if the goals are written down, specifically with a timeline or due date.
6. For each goal, come up with specific action plans or steps – specific things you will do to achieve the overarching goal.
7. Monitor each of the goals you set periodically to make changes and improvements in your life after reading the self-help books.

[CLICK HERE TO READ THE ENTIRE ARTICLE ON THIS TOPIC.](#)



Helpful Downloadable Documents & Templates

Click on each image to be directed to the webpage.



12 Ways Busy People Can Plan for Thanksgiving This Year

- 1) Decorate the home (inside, outside, or both).
- 2) Get a list of foods you plan on making for Thanksgiving dinner.
- 3) Set a budget for Black Friday shopping & prepare to shop in stores or online.
- 4) Figure out which day you will do house cleaning to get ready for the holiday.
- 5) Plan on taking snacks or putting together a potluck for work.
- 6) Think about attending a parade or watching the parade on television.
- 7) If you are home for a few days, catch up on some things you need to do, like decluttering, deleting emails from your inbox, organizing the pantry, etc.
- 8) Think about some activities you can do with the kids, like going to the movies, crafts, hiking, etc.
- 9) Decide on who you are going to visit and who you are going to invite.
- 10) Make travel plans if you are going away for the 4-day holiday.
- 11) Be sure you get some rest by planning which books you want to read and what shows you want to watch while you are home.

[CLICK HERE FOR MORE.](#)

How to Do a Great Job Presenting to Your Team

- Break up your presentation so that you don't talk for more than 5 to 10 minutes at a time.
- Ask a question every 5 to 10 minutes, or have them do something to keep them engaged.
- Don't read from slides.
- Refrain from using "um" when speaking.
- Walk around.
- Use proper tone, volume, and pitch. Practice makes perfect!
- Show energy.
- Use proper eye contact.
- Reveal the "Why." Why should they care about what you are saying or teaching?
- Use gestures and movements.
- Use a variety of teaching strategies. Talking directly is one way, but it's not the only way. Vary it up!



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Why should you continue to develop **BETTER WORK HABITS?**

- Gaining more skills
- Gaining confidence
- More efficiency
- Improved productivity
- Better self-presentation
- Stronger likelihood of getting promotions
- More consistency
- Stronger self-discipline
- Better follow-through
- Achieving more goals
- Attaining more success



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CLICK ON EACH OF THESE INFOGRAPHICS TO BE DIRECTED TO THE WEB PAGES TO READ MORE ON EACH TOPIC FOR SELF-GROWTH, SELF-IMPROVEMENT, AND SELF-DEVELOPMENT.

Benefits of Developing *Strong* **WORK ETHICS**

- Completing tasks on time
- Reliability
- Better reputation
- Productivity
- Self-satisfaction
- Stronger self-confidence
- Career advancements
- Attaining larger life goals
- Having focus and determination
- Powerful self-discipline
- Setting an example for others



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30 TIME GUZZLERS TO AVOID DURING WORK HOURS

for better time management

1. Gossip
2. Whining/complaining
3. Checking emails too often
4. Too many unnecessary breaks
5. Excessive socializing
6. Worrying/thinking about the past in dismay
7. Hanging out with toxic people
8. Looking for things in disorganized piles
9. Cleaning up spills that could have been avoided
10. Online shopping
11. Sending personal texts
12. Elongated personal calls
13. Social media scrolling
14. Doing someone else's work
15. Not organizing things ahead of time
16. Not planning ahead/prioritizing
17. Perfectionism
18. Procrastination
19. Distracting things all around
20. Noisy environment
21. Work avoidance
22. Putting on makeup
23. Helping others with their workload instead of doing yours
24. Lack of delegation
25. Unnecessary meetings
26. Planning for the weekend while at work
27. Taking extra time to return from lunch/breaks
28. Overthinking
29. Decorating too often or too much
30. Looking for documents on disorganized computer desktop

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