

## TIPS AND HOW-TO

# New Year, New Goals: Tools to Get You Where You Want to Go

NewsUSA

(NU) - The start of a new year prompts many people to resolve to be more organized and set goals to help them be more creative and productive as well. One of the keys to successful goal-setting is regular reminders, but the information overload of today's digital, 24/7 world makes filtering the important information a challenge.

Research suggests that most people forget 90 percent of information they learn within a week and forget half of it (50 percent) within an hour.

However, print and visual reminders still lead the way ahead of digital media to help retain information and be more productive.

So try these organizational tips and see the value of print and visual prompts.

- **Grab a notebook.** Take a notebook and pen or pencil to your next meeting. You may be surprised at how well you focus and remember information (data even suggest that doodling helps with focus and memory.)

- **Print your calendar.** Online calendars are helpful, but if you print your calendar for each month, you can post it in your home or office and see what's ahead, plus it's easy to make notes or changes.

- **Get on Board.** Take a tip from teachers and post a chalkboard, dry erase board, or bulletin board to hold printed pages with long-term goals and visions for yourself (at work) and your family (at home) where it can be easily seen.

- **Tangible to-dos.** Write a daily to-do list. Crossing off items is surprisingly satisfying, and anything left on the list at the end of the day can be added to a fresh list for the next day.

Enter a national campaign that seeks to help you achieve your organizational goals.



The Paper & Packaging - How Life Unfolds campaign, funded by manufacturers and importers of paper and paper-based packaging, offers more information about achieving your personal and professional objectives on its website, [howlifeunfolds.com](http://howlifeunfolds.com).

The site also includes useful organizational tips for filing personal documents and ensuring that important papers are organized and accessible.

In addition, the campaign seeks to inspire individuals to be innovative by using a non-digital approach, with a three-part video series, "The Next Great Package."

In the series, a group of talented, experienced engineers and designers compete head-to-head to develop solutions to three problems proposed by three partner companies: Design for Food (Moe's Southwest Grill), Design for Good (Zappos), and Design for Tech (Yotel).

The participants were challenged to develop practical, yet forward-thinking packaging solutions to enhance consumer experiences in these three areas using paper and cardboard as the foundation for their creations. Design and technology commentator Adesina Sanchez hosts the series.

More tips and the video series are available at [howlifeunfolds.com](http://howlifeunfolds.com).