

B	I	N	G	O
Wear a watch	Be realistic about what you can accomplish each day	Eliminate distractions	Schedule rewards	Mute your group chats on your phone
Do a little bit each day	Use your calendar	Put a time limit on tasks	Be ware of time thieves	Schedule relaxation time
Sleep well	Work smarter not harder	FREE	Create a daily plan	Learn to say no
Make a to-do list	Set reminders	Make time to prepare before hand	Keep a time log for a few days	Plan ahead
Get organised	Create a weekly plan	Schedule breaks between tasks	use smart goals	Don't stress about the small details

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Work smarter not harder	Be ware of time thieves	Schedule rewards	Do a little bit each day	Put a time limit on tasks
Eliminate distractions	use smart goals	Mute your group chats on your phone	Create a weekly plan	Schedule relaxation time
Make a to-do list	Create a daily plan	FREE	Learn to say no	Be realistic about what you can accomplish each day
Keep a time log for a few days	Schedule breaks between tasks	Wear a watch	Don't stress about the small details	Set reminders
Make time to prepare before hand	Plan ahead	Sleep well	Use your calendar	Get organised

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Create a weekly plan	Schedule breaks between tasks	Be ware of time thieves	Plan ahead	Create a daily plan
Wear a watch	Make a to-do list	Make time to prepare before hand	Use your calendar	Mute your group chats on your phone
Sleep well	Don't stress about the small details	FREE	Set reminders	Keep a time log for a few days
Work smarter not harder	Schedule relaxation time	Schedule rewards	use smart goals	Eliminate distractions
Learn to say no	Be realistic about what you can accomplish each day	Put a time limit on tasks	Do a little bit each day	Get organised