

B	I	N	G	O
Sleep well	Ask for help	Don't stress the small details	Put away electronics	Make a to-do list
Do one thing at a time	Set reminders	Plan ahead	Be realistic about goals	Put a time limit on tasks
Schedule relaxation time	Take breaks	FREE	Create a plan	Get rid of distractions
Keep a time log for a few days	Schedule breaks between tasks	Learn to say no	Get organized	Make time to prepare before hand
Don't wait-now is the time	Do a little bit each day	Prioritize wisely	Use a checklist	Don't multitask

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Take breaks	Be realistic about goals	Put away electronics	Do one thing at a time	Plan ahead
Don't stress the small details	Use a checklist	Make a to-do list	Do a little bit each day	Put a time limit on tasks
Keep a time log for a few days	Create a plan	FREE	Get rid of distractions	Ask for help
Get organized	Prioritize wisely	Sleep well	Don't multitask	Schedule breaks between tasks
Learn to say no	Make time to prepare before hand	Schedule relaxation time	Set reminders	Don't wait-now is the time

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Schedule relaxation time	Don't multitask	FREE	Schedule breaks between tasks	Get organized
Take breaks	Put a time limit on tasks	Put away electronics	Use a checklist	Don't stress the small details
Get rid of distractions	Ask for help	Plan ahead	Do one thing at a time	Don't wait-now is the time