

B	I	N	G	O
Stick to time frames	Ability	Delegate	Prioritizing	High demand
Aware of due dates	Soft skill	More Productive	Adaptable	Organizing
Setting Daily goals	Try new methods	FREE	Allocate time for specific tasks	Eliminate distractions
Enlist support	Schedule	Handle things once	Don't Procrastinate	Maintain focus
Do easy things first	Analyze workload	Multi-task	Working smart	Chunk it out

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Don't Procrastinate	Multi-task	Stick to time frames	Chunk it out	Schedule
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Setting Daily goals	Chunk it out	FREE	Schedule	Don't Procrastinate
Try new methods	Organizing	Prioritizing	Working smart	Delegate
Eliminate distractions	Ability	More Productive	Aware of due dates	Do easy things first