

B	I	N	G	O
Schedule	Ability	Complete immediate deadlines 1st	More Productive	Enlist support
Audit your time regularly	Putting cell phone aside	High demand	Adaptable	Maintain focus
Punctuality	Set realistic standards	FREE	Allocate time for specific tasks	Effective planning
Eliminate distractions	Plan your day the night before	Eliminate time wasters	Do easy things first	Group similar tasks together
Continuous improvement	Analyze workload	Learned behavior	Soft skill	Be consistent

B	I	N	G	O
Set realistic standards	Adaptable	More Productive	Audit your time regularly	High demand
Complete immediate deadlines 1st	Soft skill	Enlist support	Analyze workload	Maintain focus
Eliminate distractions	Allocate time for specific tasks	FREE	Effective planning	Ability
Do easy things first	Learned behavior	Schedule	Be consistent	Plan your day the night before
Eliminate time wasters	Group similar tasks together	Punctuality	Putting cell phone aside	Continuous improvement

B	I	N	G	O
Analyze workload	Learned behavior	Adaptable	Group similar tasks together	Allocate time for specific tasks
Schedule	Eliminate distractions	Eliminate time wasters	Putting cell phone aside	Enlist support
Punctuality	Be consistent	FREE	Plan your day the night before	Do easy things first
Set realistic standards	Maintain focus	More Productive	Soft skill	Complete immediate deadlines 1st
Effective planning	Ability	High demand	Audit your time regularly	Continuous improvement