

B	I	N	G	O
put a time limit on tasks	Create a daily plan	Mute your group chats on your phone	figure out when you're most efficient	Watched Money Heist/Extraction
Keep a time log for a few days	prepare before hand	change work environment if you're feeling demotivated	DIY Project	do a little bit each day
make a to-do list	set reminders	Eliminate distractions	Schedule relaxation time	Inspiration
Sleep well	get rid of distractions	Use your calendar	learn to say no	Prioritize wisely
Work smarter not harder	Plan ahead	Get organised	create a weekly plan	Schedule breaks between tasks

B	I	N	G	O
Create a daily plan	Use your calendar	Keep a time log for a few days	Work smarter not harder	put a time limit on tasks
Get organised	wear a watch	set reminders	Eliminate distractions	figure out when you're most efficient
change work environment if you're feeling demotivated	Mute your group chats on your phone	DIY Project	Inspiration	Schedule relaxation time
Sleep well	Schedule breaks between tasks	Prioritize wisely	do a little bit each day	create a weekly plan
prepare before hand	learn to say no	make a to-do list	Watched Money Heist/Extraction	Plan ahead

B	I	N	G	O
Get organised	create a weekly plan	DIY Project	Work smarter not harder	Eliminate distractions
prepare before hand	put a time limit on tasks	Schedule relaxation time	Use your calendar	make a to-do list
learn to say no	Keep a time log for a few days	Prioritize wisely	set reminders	Multi-tasking
do a little bit each day	figure out when you're most efficient	wear a watch	get rid of distractions	Mute your group chats on your phone
Schedule breaks between tasks	Watched Money Heist/Extraction	Inspiration	Create a daily plan	change work environment if you're feeling demotivated