



## Thank you for trying NAPO-Member-Branded Bingo Cards!



Please enjoy using your complimentary NAPO-Member-Branded Bingo cards (one set for Organizing, a second set for Productivity). These cards, featuring the NAPO Member logo, are useful for presentations, icebreaker games, and discussions... and for advertising NAPO. If you would like to have them Custom-Branded with YOUR logo, YOUR contact info, and YOUR company colors, for advertising YOUR business, just visit my website to place your order!

*If you think your colleagues – or your local NAPO chapter -- would enjoy Organizing & Productivity Bingo too, please don't share this file. Instead, direct them to my website to request their own. OK? Thanks!*

### Included in this document:

1. This welcome letter
2. The Org4life Limited Distribution Rights Agreement – ***Your use of the Bingo cards implies that you have read, and agree with, this document.*** Feel free to ask questions about it now or in the future.
3. How to Use Your NAPO-Member-Branded Bingo Cards
4. How to Play Organizing & Productivity Bingo
5. Your NAPO-Member-Branded Organizing Bingo Cards
6. Your NAPO-Member-Branded Productivity Bingo Cards

### Also available for your marketing pleasure:

- [Custom-Branded Bingo Cards](#) – With YOUR logo, YOUR contact info, and YOUR company colors, for use with YOUR clients and marketing prospects!
- [Custom-Branded Clutter Flow Charts](#) – Now 17 to choose from! Have you seen them all?
- [“Should I Call \(fill in your name\)?”](#) – Yes, of course, everyone should call you, and for different reasons, right?
- Custom-branded charts also available for NAPO Chapters!

### Newsletters:

- I will add you (if you aren't already subscribed) to my “Clutter Flow Chart News” email list for occasional updates. [Click here](#) if you'd also like to receive my monthly Org4life News. They both come with an easy way to adjust your subscription preferences.
- Org4life News comes with a FREE Original Clutter Flow Chart!

Hazel Thornton - Organized for Life  
[www.org4life.com](http://www.org4life.com) - (505) 242-6762  
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# Org4life

## Limited Distribution Rights Agreement

for  
all Clutter Flow Chart versions,  
Companion Articles, and Bingo Cards  
2019

As a Limited Distribution Rights holder, **YOU MAY:**

- **Copy as you desire** -- one sided, double sided, choice of paper, laminated (or not), number of copies, etc. (The smallest size I recommend is a half sheet of 8.5 X 11 paper.)
- **Distribute copies** to your clients and marketing prospects by handing them out in person, sending via postal service, or emailing (e.g. a .pdf attached to, or embedded in, a newsletter).
- **Use a Chart with, or without, its Companion Article** on the back side of the piece. (The Chart is intended to be the front of the piece.) Note that your contact info is contained in the Article header. You may substitute your own content on the back of the Chart, but if you do, don't forget to include your contact info too! For additional usage ideas see the [list of suggestions on my website](#), or ask me.
- **Place an image of your "Should I Call?" chart, or Bingo Cards, on the internet.** But not Clutter Flow Charts or Companion Articles (see below). This is because I sell those to the public. If you don't know how to convert your .pdf to a .jpg image suitable for your purposes, I can provide one for a small fee. If in doubt, don't hesitate to ask me!

As a Limited Distribution Rights holder, **YOU MAY NOT:**

- **Charge a fee** in exchange for copies of any Org4life copyrighted materials.
- **Alter the documents** in any way without additional permission. There is a small fee for minor changes (not including the correction of factual errors on my part, which is free). If you desire major changes, though, perhaps this isn't the chart/article/card for you. It never hurts to ask.
- **Place an image of any Clutter Flow Chart or Companion Article on the internet** (including your own website and social media sites) without additional permission. Exceptions are "Should I Call?" and Bingo Cards (see above). If in doubt, don't hesitate to ask me!

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- Organized for Life retains the copyright and other intellectual property rights.
- Organized for Life reserves the right to amend this Agreement if necessary.
- Organized for Life cannot be held liable for any dissatisfaction with, or unforeseen consequences of, using these documents and distributing them to others.

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# How to Use Your NAPO-Member-Branded Bingo Cards

## For 8.5 X 11 Flyers:

- Print one side only, your choice of paper
- Leave back of page blank, or add your own copy
- Top game card emphasizes organizing challenges (and suggests they call you for help)
- Bottom game card provides corresponding solutions (and suggests they call you for more tips and tools, which helps you stay in touch)
- **Advantage:** Easier for users to notice the difference between the two cards, both being on the same page, and easier for them to compare corresponding squares between cards
- **Drawback:** None

## For Postcards:

- Print on 8.5 X 11 cardstock
- Copy first page (with 2 cards) on front, second page (with 2 cards) on back
- Cut in half, horizontally
- One game card will end up on one side (organizing challenges).
- The other game card will end up on the flip side (corresponding solutions).
- Check to verify that each postcard has a different game card on each side.
- **Advantage:** Postcards are a fun size to hand out at networking events.
- **Drawback/Opportunity:** It might not be as apparent to the user that each item on the front corresponds with an item on the back, so I suggest you point it out to them.

## Here are some of the MANY WAYS these cards can be used to help YOUR business grow!

- Use as an icebreaker game
- Use as the basis of your next presentation
- New Client handout
- Aftercare/maintenance handout
- Reconnect by sending to former clients
- Promotional giveaways for public speaking gigs
- E-mail, mail, or hand directly to prospective clients at networking meetings and events
- Attach PDF to your newsletter
- Print as flyers or half-sheet postcards to hand out or mail
- Print inside a brochure
- Be creative...and let me know what you come up with!

## ALSO AVAILABLE: Custom-Branded Clutter Flow Charts

- Have you seen them? <http://www.org4life.com/custom-branded-clutter-flow-charts/>
- Fun, helpful visual aids for you and your clients
- Memorable, cost-effective marketing pieces for your prospects

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# How to Play Organizing & Productivity Bingo

## Playing as a game:

Organizing & Productivity Bingo CAN be played as an actual game, but the cards are meant primarily as light-hearted, interactive, motivational, conversation/icebreaker/teaching (and marketing) pieces. They generate discussion and raise awareness while establishing you as a fun and knowledgeable resource. You can discuss the cards as much or as little as you want, depending on your goals, the audience, and the available time.

For each “challenge/difficulty” square you will find a “solution” in the corresponding square on the reverse side of the card (if printed back-to-back), or on the other “card” on the same page (if printed as a flyer). Of course, it’s not EXACTLY like Bingo, where every card is different, and you call out items to see whose card has that item on it, until someone gets 5 in a row, thus winning the game. We’re not looking for winners and losers in the traditional sense. But you can ask for a show of hands: “How many of you are often late to work?” “Who left a sink full of dirty dishes at home this morning?” The idea is for them to laugh in recognition, and for it to be completely optional whether or not they “out” themselves good-naturedly as being disorganized or unproductive in some way. If they do, and if there’s time, you can ask them to elaborate. If the audience isn’t responding, pick a challenge and say, with a laugh, “I think we can all relate to this one, can’t we?”

If you want to, you can see who relates to the most issues, declare a winner (most disorganized) and offer a prize (token gift? free consultation?). Or, you could play it “backwards” -- giving credit for solutions and declaring a “most organized” winner. Don’t get bogged down in trying to play it like a game, though, and forget to impart wisdom and have fun. Read your audience and be careful not to make it so competitive that anyone feels bad about not measuring up.

## Using as the basis of a presentation:

First, consider: How much time do you have? Who is your audience -- moms? solopreneurs? What is the focus of your talk? Then pick 3-5 items on the cards that would be appropriate and use them as your talking points. Or, use them to supplement and liven up other points you want to make. You can go quickly over as many, or as few items as you like, pausing on a few of them to explore how things happen (WHY are we late?), and how we can fix it (WHAT can we do to be on time?).

If it’s an audience full of strangers (but not a networking event where they are there to meet one another), they might welcome a little time-filler activity while everyone is being registered and getting seated. You could pass the cards out at registration (or put them on the tables or chairs) and ask them (or leave it completely optional) to examine the cards, checking (mentally, or with a pen or pencil) how many items apply to them. When you are ready (at any point during the presentation) you can direct their attention to the cards and discuss the challenges and solutions.

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The next two pages contain the  
NAPO-Member-Branded  
**Organizing** Bingo cards.

They are separated from the  
Productivity Bingo cards  
so you don't accidentally  
mix them up while printing.

# Let's Play Organizing Bingo!

Got Bingo? Uh-oh!  
Call for help.



Find your local Professional Organizer at [www.napo.net](http://www.napo.net)

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Often late to work	Dirty dishes in sink	Rush to get ready	Struggle daily	Unprepared for likely emergencies
Try to remember everything	Embarrassed to have guests over	No room for car in garage	Argue with family about clutter	Waste time & money on lost items
Scramble to gather keys, phone, purse, etc.	Think you can't do it	<b>FREE SPACE</b>	Containers overflowing	Pile of dirty laundry
Never enough time	No will to protect estate & loved ones	Do tasks "someday"	Start projects last minute	Physical clutter accumulates
Books on floor	Unwanted items taking up space	Can't decide what to wear	Paying late fees & fines	Can't find keys or phone

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Leave early for work	System for getting dishes done	Follow a morning routine	Ask for help when you need it	Prepared for likely emergencies
Use a To-Do List	Proud to have guests over	Car parked in garage	Calm and peaceful home	Know where everything is
Launch Pad located near the door	Know you can figure it out	<b>FREE SPACE</b>	Containers purged regularly	System for getting laundry done
Manage your time well	Have prepared a will	Schedule tasks on a calendar	Plan projects and start early	Maintenance is routine
Books on shelves	Donation Station in use	Easily get dressed for the day	System for paying bills on time	Keys & phone have a home

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Often late to work	Dirty dishes in lunch room sink	File drawers crammed full	Struggle daily	Unprepared for likely emergencies
Try to remember everything	Embarrassed to have clients in workspace	Important projects neglected	Always feel rushed and behind	Waste time & money on lost items
Routinely work late	Think you can't do it	<b>FREE SPACE</b>	Containers overflowing	Allow frequent interruptions
Frequent confusion	Desktop Cluttered	Do tasks "someday"	Start projects last minute	Physical clutter accumulates
Boxes on floor	Unightly cord clutter	Old papers piled up	Behind on bookkeeping	Can't find necessary information

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Leave early for work	House-keeping system in place	Old files regularly purged	Ask for help when you need it	Prepared for likely emergencies
Use a To-Do List	Proud to show clients your workspace	Project time scheduled	Plan and use your time well	Know where everything is
Work smarter, not harder	Know you can figure it out	<b>FREE SPACE</b>	Containers purged regularly	Able to focus on what's important
Methods & procedures in place	Only things out on desk that are used daily	Schedule tasks on a calendar	Plan projects and start early	Maintenance is routine
No tripping hazards	Cords corralled and labeled	Shredding & recycling available	Bookkeeping routine in place	Necessary information easily accessible

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