



Thank you for playing Organizing & Productivity Bingo!

Please enjoy your complimentary Bingo cards.

One set helps you assess and improve your Organizing skills.

The second set helps you assess and improve your Productivity skills.

If you think your friends and family would enjoy Organizing & Productivity Bingo too, feel free to make paper copies for your household, but 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. How to Play Organizing & Productivity Bingo
3. Your Organizing Bingo Cards (2 corresponding "cards" on one page)
4. Your Productivity Bingo Cards (2 corresponding "cards" on one page)

Also available:

- [Clutter Flow Charts](#) -- With these handy charts by your side, clutter of all kinds will simply *flow* right out of your home, office, and life!
- [Go With the Flow! The Clutter-Clearing Tool Kit for an Organized Life](#)
- [Custom-Branded Bingo Cards & Clutter Flow Charts](#) – for Professional Organizers

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 - (505) 242-6762

Less clutter. More life.



How to Play Organizing & Productivity Bingo

The 1st page shows two “cards” demonstrating Organizing challenges and solutions.

The 2nd page shows two “cards” demonstrating Productivity challenges and solutions.

(You’ll notice some overlap between the Organizing & Productivity concepts.)

Take a look... for each *challenge* square on the top “card” you will find a *solution* in the corresponding square on the bottom card of that same page.

How many squares on each card can you relate to?

Can you find 5 of your own challenges in a row on the top card?

Uh oh – Bingo! Time to consider calling me (or a NAPO professional near you) for help!

Can you find 5 solutions in a row – habits that you already have -- on the bottom card?

Good for you -- Bingo! Call me (or a NAPO professional near you) for more tips and tools.

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Let's Play Organizing Bingo!

Got Bingo? Uh-oh!
Call for help.



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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	FREE SPACE	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

Let's Play Organizing Bingo!

Got Bingo? Terrific!
Call for more tips & tools.



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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	FREE SPACE	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

Let's Play Productivity Bingo!

Got Bingo? Uh-oh!
Call for help.



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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	FREE SPACE	Containers overflowing	Allow frequent interruptions
Frequent confusion	Desktop Cluttered	Do tasks "someday"	Start projects last minute	Physical clutter accumulates
Boxes on floor	Unsightly 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	FREE SPACE	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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