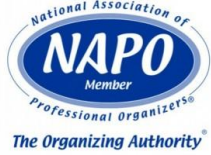


Let's Play Productivity Bingo!

If you get Bingo (5 across
in any direction), call



for help!

Find your local NAPO
Productivity Professional at
www.napo.net

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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	Unightly cord clutter	Old papers piled up	Behind on bookkeeping	Can't find necessary information

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to celebrate!

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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

This one-page version is for play only. ↑

NAPO Colleagues:

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The PDF document I will send you includes:

1. Welcome letter
2. Org4life Limited Distribution Rights Agreement
3. Printing Instructions and Ideas for Use
4. NAPO-Member-Branded Organizing Bingo Cards (2 pages)
5. NAPO-Member-Branded Productivity Bingo Cards (2 pages)

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