



### Avoidance Tactics

- Task Bingo

### Quick Tips to Stay on Track

- Change location
- Put phone away
- Disable push notifications
- Put phone on airplane mode

### Plan and Reward

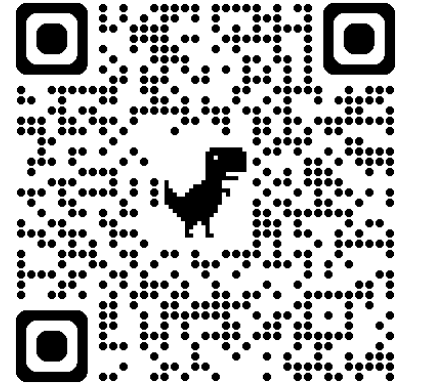
- Block time in calendar for focused tasks
- Create rewards for completing specific tasks

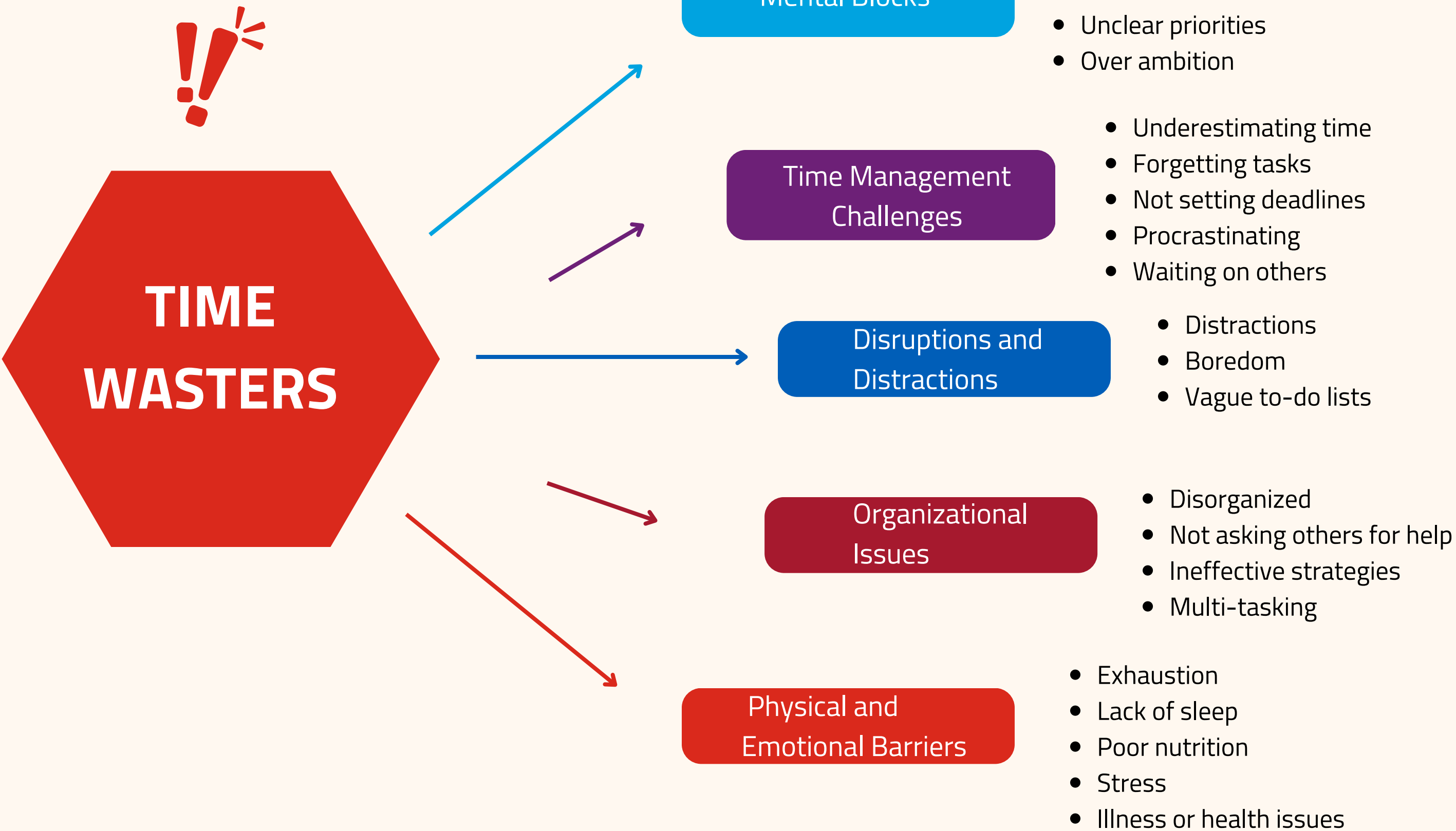
### Beat Distractions

- Make the distractions difficult to access
- Install browser blocks
- Mute chats

### Smart Strategies

- Complete desirable tasks while doing undesirable tasks
- (e.g., listen to a podcast while folding laundry)
- Group tasks together based on similarity
- Prioritize/rank tasks
- What would you tell your friend?





# TASK BINGO

NAME:

	Monday	Tuesday	Wednesday	Thursday	Friday
HIGH					
MEDIUM					
LOW			BREAK		
SELF CARE					
FUN					

# TASK

## BINGO

NAME:

	Category	Category	Category	Category	Category
			BREAK		

# TASK

## BINGO

NAME:

			BREAK		

# TASK BINGO - WAYS TO USE IT

PRIORITIZATION	You can use the TASK BINGO as a way to prioritize your task of the week by ranking it on high, medium or low priority.	<ul style="list-style-type: none"><li>• Fill the grid with your tasks for the week categorized by priority (high, medium, low) or type (self-care, fun, academics).</li><li>• Use it as a tracker by marking off completed tasks.</li><li>• Reward yourself for completing a row, column, or diagonal for added motivation.</li></ul>
ACTIVITIES TRACKER	Use this to track your activities by putting a status column.	<ul style="list-style-type: none"><li>• Assign tasks like "Finish a chapter," "Start the assignment," or "Prepare for a quiz."</li><li>• Include engaging activities such as "Participate in class discussion".</li><li>• Add a "Progress" column where you can mark the status (e.g., Pending, In Progress, Completed).</li><li>• Include a "Completion Date" column for submission deadlines.</li><li>• Use a "Notes/Feedback" section for you or teachers to write reflections or suggestions.</li><li>• check off tasks in the bingo sheet as you complete them.</li><li>• Celebrate progress by rewarding completed rows, columns, or the entire bingo grid.</li></ul>
HABIT-BUILDING GAME	See how you can use this TASK BINGO to create new habits!	<ul style="list-style-type: none"><li>• Add habits you want to build (e.g., wake up early, practice gratitude, reduce screen time).</li><li>• Add another section that will track the habit and check off daily when completed.</li><li>• Use the bingo to gamify habit formation, rewarding yourself for completing rows or the entire card.</li></ul>
MONTHLY GOAL TRACKER/TEAM WORK	You do not need to use it for weeks only, you can even track your monthly goals. You can also use this in a group project.	<ul style="list-style-type: none"><li>• Replace days of the week with months or themes (e.g., career goals, personal growth, fitness).</li><li>• Use it to track long-term goals or habits (e.g., workout three times a week, apply for a job, learn a new skill).</li><li>• You can have the names of your teammates either on the side, the due dates at the top, and fill the boxes with tasks to track your work progress.</li><li>• You can give one to all team memebbers for better collabration.</li></ul>
BE CREATIVE WITH IT	Find other ways to use this	<ul style="list-style-type: none"><li>• You can pass it to your friends and classmates to help them be organized as well.</li></ul>