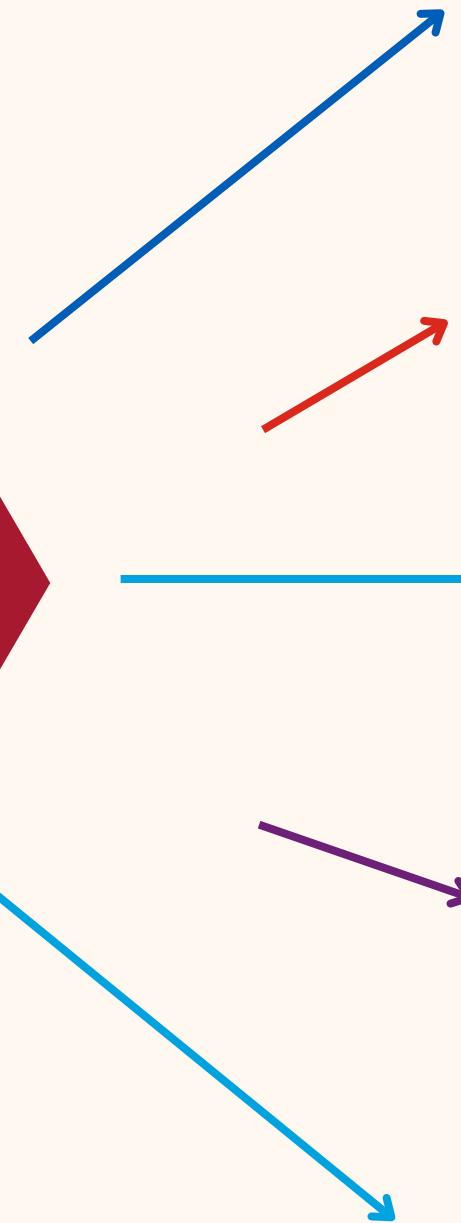


TIME SAVERS



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?



TIME WASTERS



Mental Blocks

- Not knowing where to start
- Overthinking
- Perfectionism
- Unclear priorities
- Over ambition

Time Management Challenges

- Underestimating time
- Forgetting tasks
- Not setting deadlines
- Procrastinating
- Waiting on others

Disruptions and Distractions

- Distractions
- Boredom
- Vague to-do lists

Organizational Issues

- Disorganized
- Not asking others for help
- Ineffective strategies
- Multi-tasking

Physical and Emotional Barriers

- Exhaustion
- Lack of sleep
- Poor nutrition
- Stress
- Illness or health issues

TASK BINGO

NAME: _____

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

TASK BINGO

NAME:

TASK BINGO

NAME:

A 5x5 grid of 25 empty cards for a game like UNO. The grid is organized into five columns and five rows. The first, third, and fifth columns have a vertical gray bar on the left side. The fourth column has a vertical gray bar on the right side. The fifth row contains the word "BREAK" in the center card.

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">• Fill the grid with your tasks for the week categorized by priority (high, medium, low) or type (self-care, fun, academics).• Use it as a tracker by marking off completed tasks.• Reward yourself for completing a row, column, or diagonal for added motivation.
ACTIVITIES TRACKER	Use this to track your activities by putting a status column.	<ul style="list-style-type: none">• Assign tasks like "Finish a chapter," "Start the assignment," or "Prepare for a quiz."• Include engaging activities such as "Participate in class discussion".• Add a "Progress" column where you can mark the status (e.g., Pending, In Progress, Completed).• Include a "Completion Date" column for submission deadlines.• Use a "Notes/Feedback" section for you or teachers to write reflections or suggestions.• check off tasks in the bingo sheet as you complete them.• Celebrate progress by rewarding completed rows, columns, or the entire bingo grid.
HABIT-BUILDING GAME	See how you can use this TASK BINGO to create new habits!	<ul style="list-style-type: none">• Add habits you want to build (e.g., wake up early, practice gratitude, reduce screen time).• Add another section that will track the habit and check off daily when completed.• Use the bingo to gamify habit formation, rewarding yourself for completing rows or the entire card.
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">• Replace days of the week with months or themes (e.g., career goals, personal growth, fitness).• Use it to track long-term goals or habits (e.g., workout three times a week, apply for a job, learn a new skill).• 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.• You can give one to all team members for better collaboration.
BE CREATIVE WITH IT	Find other ways to use this	<ul style="list-style-type: none">• You can pass it to your friends and classmates to help them be organized as well.