

# Get Organized Bingo

<i>Delete unnecessary digital files</i>	<i>Sort through mail / toss unwanted items</i>	<i>Create a work schedule every morning</i>	<i>Throw away items you don't use</i>	<i>Organize your computer's toolbar</i>	<i>Focus on one task at a time</i>
<i>Find a planner that works for you</i>	<i>Tackle your inbox: delete, unsubscribe, respond and file.</i>	<i>Start meal prepping</i>	<i>Write it down so you don't forget</i>	<i>Answer a tricky email</i>	<i>Buy extras: chargers, earbuds, reading glasses, etc.</i>
<i>Clean out your wallet, backpack or purse</i>	<i>Sign up for auto pay for your bills</i>	<i>Shred sensitive documents you don't need anymore</i>	<i>Make new digital file folders</i>	<b>Free</b>	<i>Color-code your filing system</i>
<i>Organize your cables and power cords</i>	<i>Return 6 misplaced items to their proper home</i>	<i>Make an appointment you've been putting off</i>	<i>End the day by tidying your desk</i>	<i>Delegate what you can</i>	<i>Start today; organize for 15 minutes.</i>

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**Rebel Road Creative can help get you and your marketing department organized. Reach out to start a conversation.**

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