

Name: _____

Date: _____

Organization

F W L U R S D Y S K S B Y H Y I K W R X S I E V
U W I R R F I J J R B Y Q C K S W X D J P C Z S
V I C C E I A Y L P E B D Y A W T A Y H S H V K
R V I M I L U T D N K D R N V L O X Q E I B B G
J F W M W E W J P V C C L E N S E T K N U G S F
I T Z D P W F S R X H S D O G O Q N C K V U K A
B A H D X R X V O I B R U V F H E O D T G Y H X
A A N O B G K K C J E W B V U K M M X A T A N M
C P Y A Q Q R A R R M X D A I I X J R H R D E Z
E L U D E H C S A T D D P Q N C G O N Z X N R N
E Y P Q L U V Q S I X E B G C E U N U X B E P U
Z Z W L A X R Q T M E C K X S T T C I T D G H G
I X G I B M E L I E U I Y V I Q A N T N B A F N
T H Z E E D X Z N M U S W N Y V X Z W T A K I V
E S Q B L G W Y A A K I E M Q D C B L G H E X A
B K T I S J F Y T N V O L N G W A Q H U X O L S
A G A S D J A L I A U N C Y R U A Q T I V O U C
H H H N I J B G N G X S C D H Q Q J A D C A N B
P V X R A L S Y G E Q D R R P W K L F F D X V V
L L Y P B L O X C M U U L Z Z M J J T Z L T N K
A X N G L D P D N E U R X Q I V G N I O G T U O
Y E T N K B X F O N T N A C C O M P L I S H Y E
F U A E N C V B D T I R P J A P P U J M W O Y G
L T F A E Z I T I R O I R P W Y U C P F Y D J B

procrastinating
prioritize
decisions
cleaning
folders
labels

timemanagement
accomplish
incoming
calendar
routine
file

alphabetize
todolists
outgoing
schedule
agenda
plan