

**COLLECT**

**OO**

**PROCESS**

**DO**

**DELEGATE**

**DEFER**

**ORGANIZE**

**REVIEW**

# Instructions

1. Print this document (if you don't have a printer capable of printing on index cards, you can print this on a regular piece of paper and cut it out).
2. Fold on dotted lines and cut on solid lines (you may need to use a utility knife to cut out the slot at the bottom of the page).
3. Fold wings of tab at top of page and insert into the slot at the bottom of the page.
4. Unfold wings once tab is inside of slot (I used a letter opener).