



A TO Z

A to Z Around the Office

Name one thing you'd find at work for every letter of the alphabet. Teams race to fill all 26.

A _____
C _____
E _____
G _____
I _____
K _____
M _____
O _____
Q _____
S _____
U _____
W _____
Y _____

B _____
D _____
F _____
H _____
J _____
L _____
N _____
P _____
R _____
T _____
V _____
X _____
Z _____



A TO Z · HOST COPY

A to Z Around the Office

ANSWERS AND DIRECTIONS · DO NOT HAND OUT

WHY IT WORKS

There's no single right answer, so every team scores. It gets people creative and talking fast.

Creativity

Teamwork

Speed

HOW TO PLAY · 7 MINUTES

1. Split the room into teams of 2 to 4, or play as one big group.
2. Hand out page 1 only. Keep this page with the host.
3. Set a timer, then read the answers out loud and let teams score themselves.
4. Give 5 minutes.
5. Most letters wins. Q, X and Z are the tiebreakers.

ANSWERS

- | | | |
|----------------------------------|-------------------------------|--|
| 1 A: Agenda | 2 B: Binder | 3 C: Calculator |
| 4 D: Desk | 5 E: Eraser | 6 F: Folder |
| 7 G: Glue stick | 8 H: Highlighter | 9 I: Ink cartridge |
| 10 J: Jump drive | 11 K: Keyboard | 12 L: Laptop |
| 13 M: Mouse | 14 N: Notebook | 15 O: Office chair |
| 16 P: Printer | 17 Q: Quarterly report | 18 R: Ruler |
| 19 S: Stapler | 20 T: Tape | 21 U: USB cable |
| 22 V: Video call | 23 W: Whiteboard | 24 X: X (any fair answer, like a fax machine's X key) |
| 25 Y: Yellow sticky notes | 26 Z: Zip tie | |

Want a full meeting kit? The Weekly Sales Meeting Kit has 12 ten minute team games, one for every week of the quarter. Find it and more free warm-ups at totalextrovert.com.