1. Follow instructions on the purchased business card template instructions.

2. If using Avery 5877 Clean Edge Laser templates, utilize the formatted Reminder and Thank You card templates provided.

3. For a custom message, utilize the provided formatted blank card template. The message for the front of the card should be repeated on each of the squares on the first page of the template. On the second page of the template, you will add the message for the back side of the card in each of the squares.

3. Set the printer to print on both sides. If the printer does not print on both sides, print the first side and then place the sheet in the tray to print on the second side. With manual double sided printing, to ensure the message prints in the correct direction, you may want to try a test print on paper rather than the business card sheet.

4. Train the interrupted observers utilizing the provided PowerPoint presentation.

5. Punch out the cards and begin interrupted observations. Consider giving an individually wrapped lifesaver with each thank you card. Hand hygiene is a lifesaver!