

Pen

| | |
|-------|--------------------------------|
| Blue | Random ideas and notes |
| Black | To be sorted and reported |
| Red | Action elements, <i>ad hoc</i> |
| Green | To be discarded, <i>ad hoc</i> |

Postits

| | |
|--------|--|
| Blue | To be processed the same day, <i>notes and ideas</i> |
| Green | To track the same day |
| Orange | To sequence when appropriate |

Markers

| | |
|--------|---|
| Blue | To be processed at the end of the day, <i>notes and ideas</i> |
| Green | To track at the end of the day |
| Red | Action elements, <i>ad hoc</i> |
| Orange | Bottleneck, to sequence |

Closet algorithm

Lorem ipsum.

Project management

Landmarks, coordinates

Commitment: Get in touch, set up, collect



By **[deleted]**

cheatography.com/deleted-55626/

Not published yet.

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