Pen

Blue	Random ideas and notes
Black	To be sorted and reported
Red	Action elements, *ad hoc*
Green	To be discarded, *ad hoc*

Postits

Blue	To be processed the same day, *notes and ideas*
Green	To track the same day
Orange	To sequence when appropriate

Markers

Blue	To be processed at the end of the day, *notes and ideas*
Green	To track at the end of the day
Red	Action elements, *ad hoc*
Orange	Bottleneck, to sequence

Closet algorithm

Lorem ipsum.

Project management

Landmarks, coordinates

Commitment: Get in touch, set up, collect