

Capturing Cheat-Sheet



Behavior	White	Yellow	Orange	Green
Carry a manual Capture Point at all times	Rarely or never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Almost Always <input type="checkbox"/>
Use a manual Capture Point instead of memory	Rarely or never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>
Consolidate automatic Capture Points		Starting <input type="checkbox"/>	Occasional <input type="checkbox"/>	Sustained <input type="checkbox"/>
Maintain a flexible, backup method		Starting <input type="checkbox"/>	Sometimes in place <input type="checkbox"/>	Always in place <input type="checkbox"/>

Current Belt

Plans to Improve My Capturing

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Plans to Improve Email

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Plans to Improve Meetings

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