

QUICK REFERENCE GUIDE



PINK: SELF

PURPLE: HOME

BLUE: FAMILY

GREEN: MONEY



PINK: IDEALS/POTENTIAL

PURPLE: CURRENT PROJECTS

BLUE: PROFESSIONAL DEV/TEAM

GREEN: TASKS/MONEY

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PINK: SELF

Ideas, goals and to-dos that focus on you! These could be related to health, fitness, crafts, hobbies, spiritual, personal development, vision board, books to read and more!

PURPLE: HOME

Goals and to-dos related to your home. This could include home projects, car, chores, cleaning, meal planning, memorabilia, organizing, and anything related to running your home.

BLUE: FAMILY

Tasks related to your family. Commonly, this is used for kids, husband, parents, pets, holiday planning, seasonal activities, vacations, and event planning

GREEN: MONEY

Actionable papers related to work of finances such as budgeting, coupons, medical bills, receipts, retirement, taxes, items to sell, volunteer work and savings plans



PINK: IDEALS/POTENTIAL

Ideas, research, dreams, aspirations, and future projects are kept in Pink. Review these quarterly to determine the timing for implementation, update and add to future possibilities.

PURPLE: CURRENT PROJECTS

Purple are the actionable, goal-oriented, deadline driven, dollars committed, projects. This could be sales campaigns, current projects, customer leads and more.

BLUE: PROFESSIONAL DEV/TEAM

Focus on professional development and your team in the Blue category. This could include trainings, anything HR related, team development, coaching, and organizational/team related goals.

GREEN: TASKS/MONEY

Green work is your job description in action. These are the tasks that you need to do on a regular basis, and anything finance related. Commonly this includes checklists, expense and income reports.