

# The Five-Color Card

*A one-page wall card — five sticky-note colors, one decision per item. Print it, tape it up, start sorting.*

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Print this and tape it where you're working. Five colors, one decision per item.

- GREEN — SELL: there's a buyer worth the effort.
- YELLOW — DONATE: usable, accepted by a charity.
- RED — TRASH / RECYCLE: broken, unusable, expired.
- PINK — KEEP: going to a named person, with a date.
- BLUE — RESEARCH / SPECIALIST: unknown or high-value; hold it.

*The only rule: nothing leaves the property until every item has a colored note on it.*