

Level	Novice/White	Yellow	Orange	Green
Capturing	Relies on memory	Mix of memory & scraps of paper	May have multiple points of capture, not always available	Single device for capture always available. System chosen, paper, electronic, or combination.
Emptying	Relies on memory, lets email/voicemail pile up indefinitely	Piles of notes in various places. Rarely de-cluttered email/voicemail.	Better system for notes, sometimes de-clutter	Notes always accessible, move to next step, empties religiously, never overwhelmed.
Tossing	Has difficulty letting go of anything	Tosses some things when overwhelmed	Knows how to set limits	Always looks for stuff that can be eliminated
Acting Now	Begins to act immediately on whatever, or fails to act at all	Attempts to put everything into system, rather than acting on small items immediately	Sometimes spends too much time on a single item or on planning	Skillful at selecting & acting on small items. Able to see the next step & quickly enter into system.
Storing	Has no information or too much information	Uses folders, can connect item on schedule or list to folder. Can sometimes find needed information.	Good set-up for files, can usually find needed information.	Can quickly & easily find needed information. Files organized, essential information backed up.
Scheduling	Doesn't use a calendar	Uses calendar for appointments/meetings	Updates & refers to calendar regularly	Uses calendar for planning & multiple activities
Listing	Relies on memory	Maintains a single list	Maintains several lists but may fail to monitor regularly	Keeps essential lists easily accessible, continually adds to & refers to them.
Interrupting	Relies on memory	Sometimes uses alarms, timers, tickler file for reminders	Often remembers to use reminders	Regularly uses many different methods of reminders
Switching	Acts on how they feel in the moment, fails to complete tasks	Sometimes check lists/schedule before selecting next task	Most actions taken based on lists/schedule	Always considers the best action to take with priorities and available resources, follows thru.
Warning	Has no early warning system to trigger actions	Has begun to think of how to prevent problems	Aware of warning triggers, but may fail to notice	Maintains a set number of tasks, paper piles, and email. Monitors warning triggers regularly.
Reviewing	No reviews	Infrequent/unplanned reviews	Frequent & planned reviews of contents but not of system	Daily content reviews/frequent system reviews

From the 2Time Mgt Blog (<http://2time-sys.com>)