



**Trash or Recycle**



**Actionable?**

**NO**



**Donate**



**File**

**YES**



**Two Minutes or Less?**



**YES**



**Do It Now**

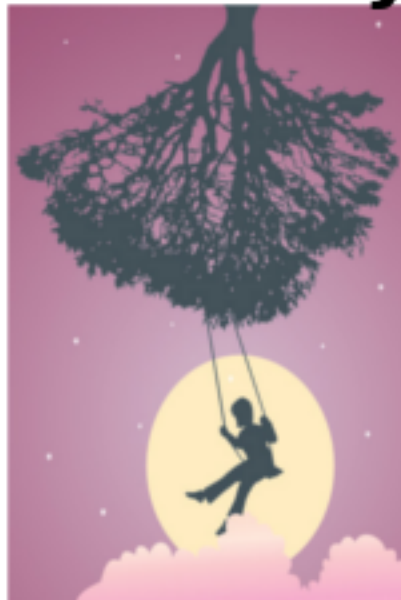
**NO**



**Planner**



**Someday**



**Next Actions**

