

ASSEMBLY INSTRUCTIONS

PROTECT YOUR INFORMATION

7 LEVELS · LEVEL 3

3 piles

One question

Nothing to buy

PARTS The thing you were about to paste One question Ten seconds

WHAT STOPPED YOU

A customer's name.

Nobody at work ever said if this was allowed or not.

KEEP OUT OF REACH

The tool takes anything you give it. It cannot tell what you are allowed to share.

1

Red never goes in

RED



NEVER

Passwords. Account numbers. Anything medical. Employee records. Anything under an agreement that says do not share.

THE TEST

If you would not email it outside the company, it does not go in a chat window.

2

Yellow goes in with the names taken out

YELLOW



MOST

A client email. A proposal. A contract you are trying to understand.

Take out the names and the account numbers. Put client or company in those spaces. The job does not change. It never needed them anyway.

3

Green goes in as it is

GREEN



AS IT IS

Your own draft. Your own notes. Something already public.

That is most of what you do all day. The reason to sort is so you stop hesitating.

HERE IS MINE · WORKED EXAMPLE

I build tools for a client whose entire business is other people's financial information. I do not put a single real customer in one. I make up a company and I make up the numbers, and the tool works exactly the same way.

RED What is red in my work

YELLOW What I take out before it goes in

GREEN What I can paste as it is

Before the next paste, one question.
Is it red, yellow, or green?NEXT · GUIDE 07
WORK WITH FILES