The Getting Things Done process

Stuff

"IN"

What is it?

Is it actionable? ----> NO!

Delete ----> Trash

Incubate ----> Possible later actions

Reference ----> Paper & digital list/folders

YES! ----> Projects

Planning ----> Project plans

What's the next action?

Do it

Delegate it ----> Waiting For — Lists/folders

Review for Actions

Defer it

Schedule for specific date/time ----> Calendar

Do it ASAP ----> Next Action — Action reminder lists/folders/trays
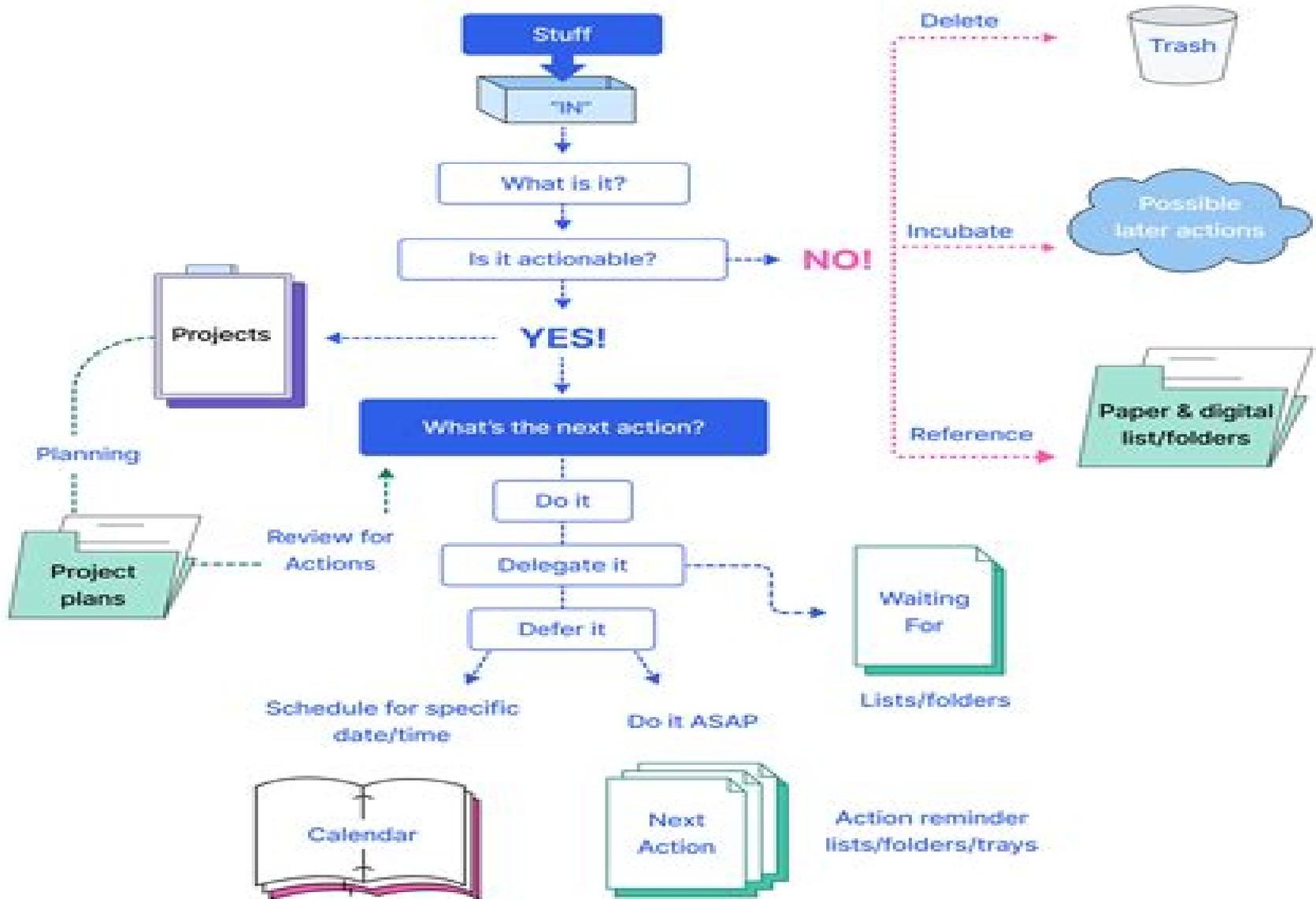
Getting The Picture

Rachel Sandford

Getting The Picture:

Decoding **Getting The Picture**: Revealing the Captivating Potential of Verbal Expression

In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its capability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Getting The Picture**," a mesmerizing literary creation penned by a celebrated wordsmith, readers embark on an enlightening odyssey, unraveling the intricate significance of language and its enduring affect our lives. In this appraisal, we shall explore the book is central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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