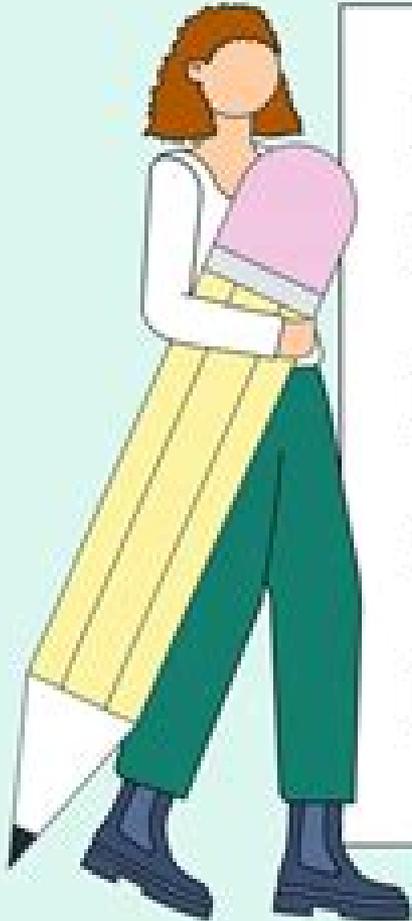


Getting things done method



- Capture:** Write down everything on your mind.
- Clarify:** Process all of the tasks on your lists by determining what to do about them.
- Organize:** Sort through your tasks and put them in the appropriate places.
- Reflect:** To prevent having a messy task list, take out time to review your list daily and weekly.
- Engage:** Choose the most important tasks and carry out the next actions.

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