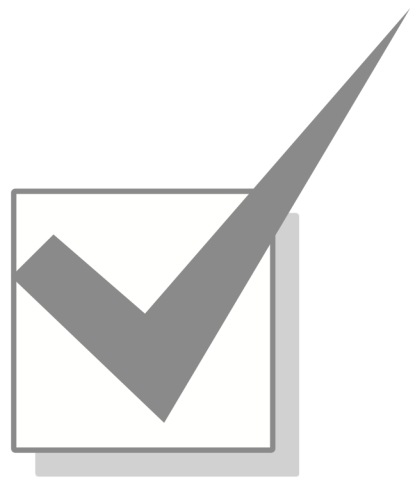


Getting Things Done

for Teens

Take Control of Your Life
in a Distracting World



David Allen,

Mike Williams, and Mark Wallace

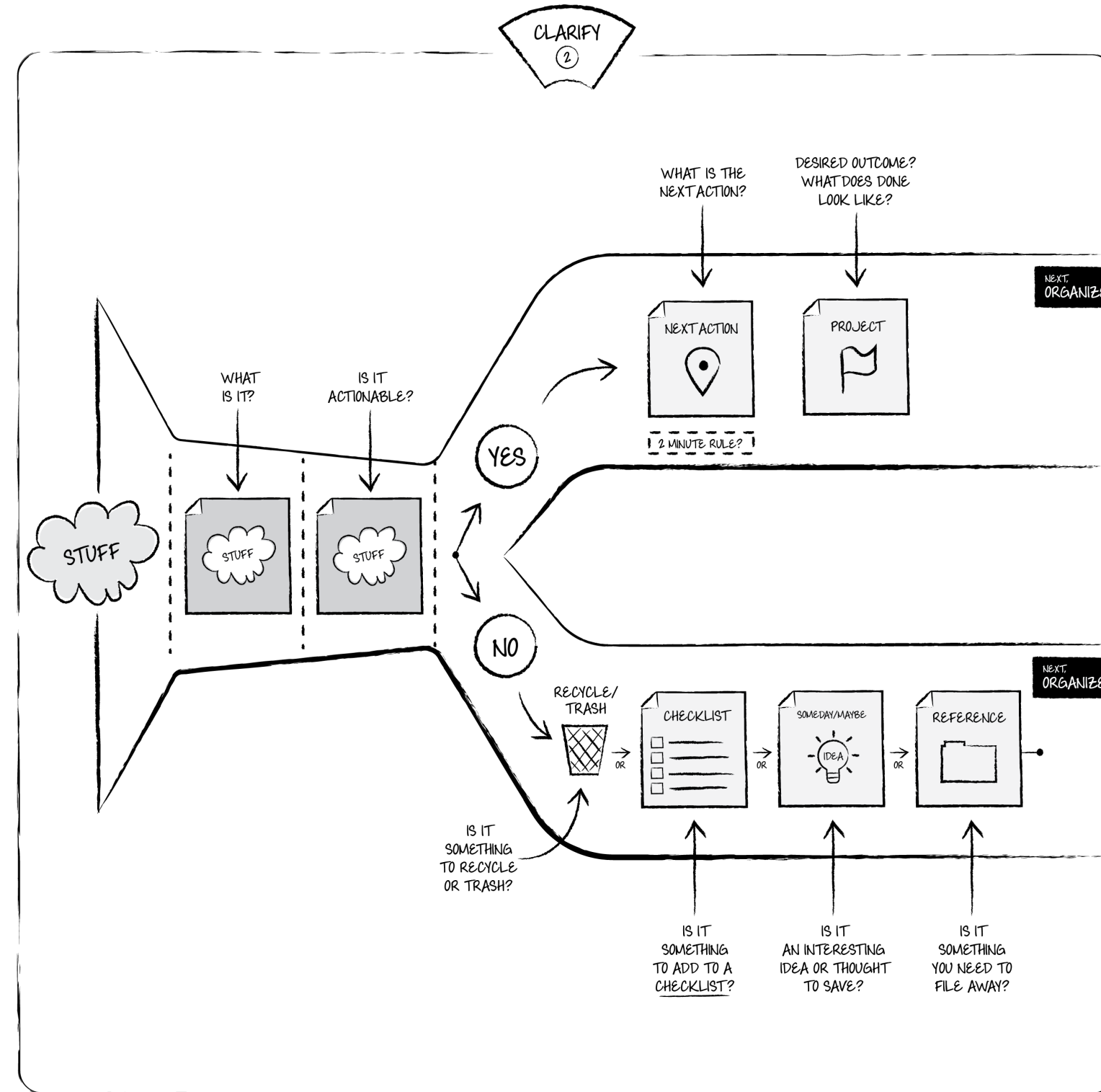
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MINDSWEEP

Blank lined area for mind sweeping.

CLARIFIED

(REFERENCE ACTION/PROJECT VERBS LIST)



NEXT ACTION (DOING)

Blank lined area for next actions.

PROJECTS (DONE)

Blank lined area for completed projects.