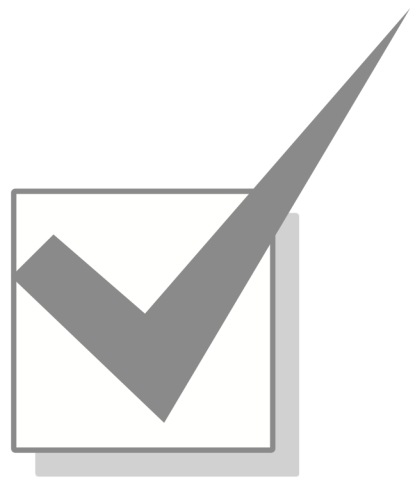


# Getting Things Done

*for Teens*

Take Control of Your Life  
in a Distracting World



David Allen,

Mike Williams, and Mark Wallace

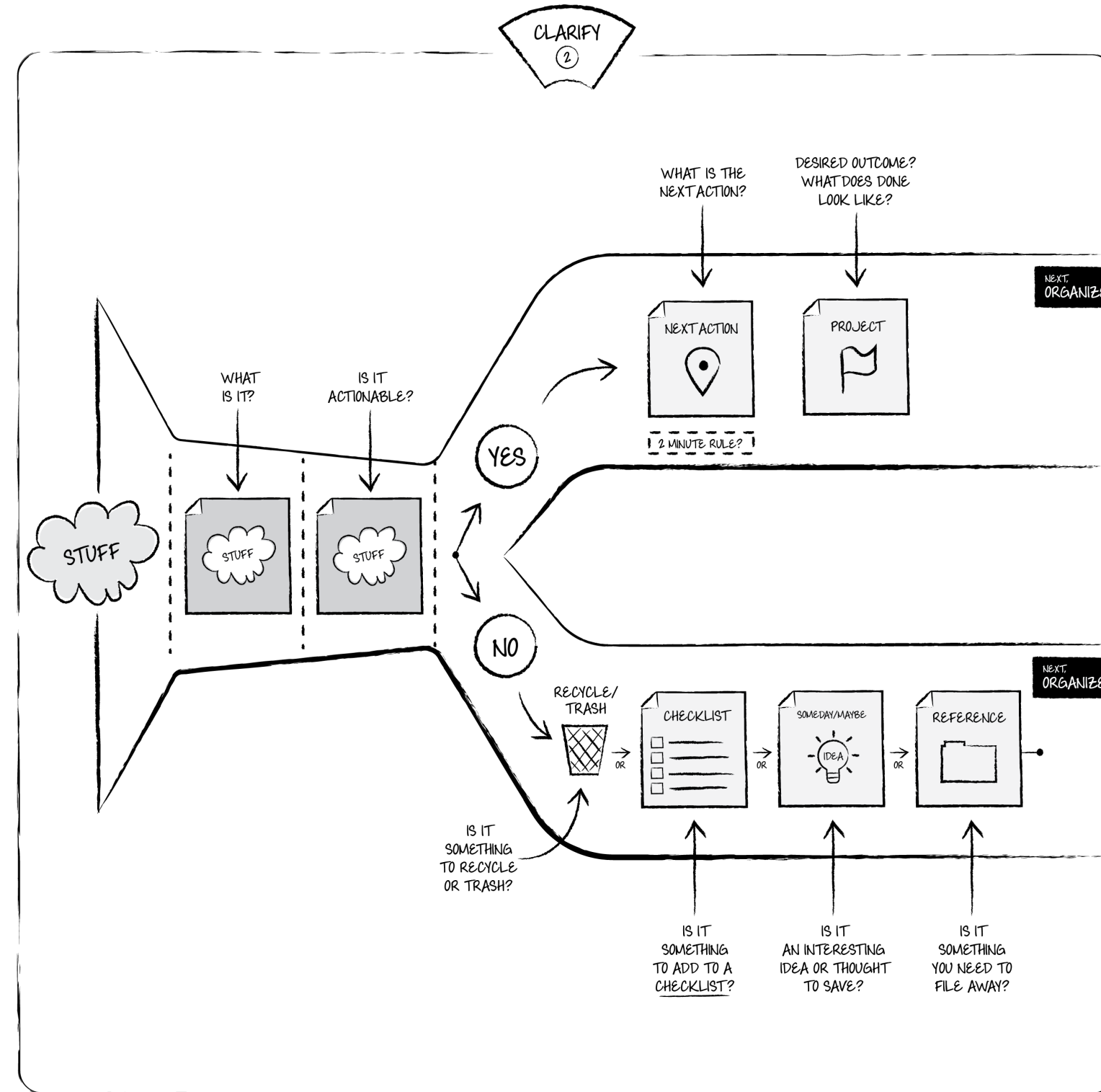
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# Things I want to create MINDSWEEP

Two columns of horizontal purple lines for writing.

# CLARIFIED

(REFERENCE ACTION/PROJECT VERBS LIST)



## NEXT ACTION (DOING)

Horizontal purple lines for writing next actions.

## PROJECTS (DONE)

Horizontal purple lines for writing completed projects.