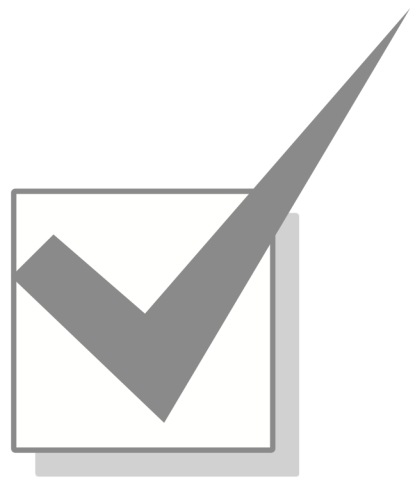


# Getting Things Done

*for Teens*

Take Control of Your Life  
in a Distracting World



David Allen,

Mike Williams, and Mark Wallace

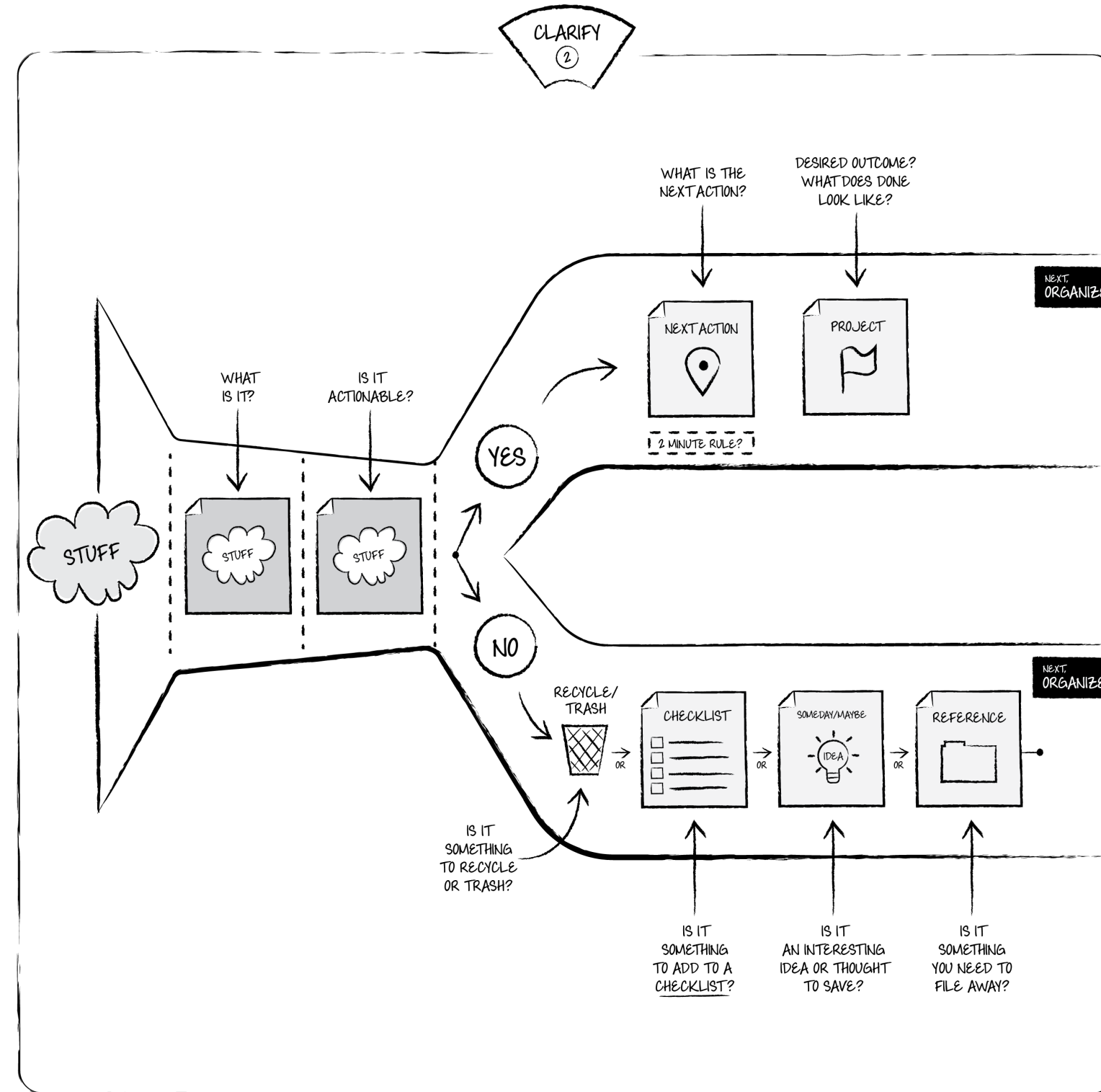
Copyright © 2018 by David Allen, Mike Williams, and Mark Wallace

# Things I'm stressed about MINDSWEEP

Blank lined area for writing notes.

# CLARIFIED

(REFERENCE ACTION/PROJECT VERBS LIST)



## NEXT ACTION (DOING)

Blank lined area for writing next actions.

## PROJECTS (DONE)

Blank lined area for writing completed projects.