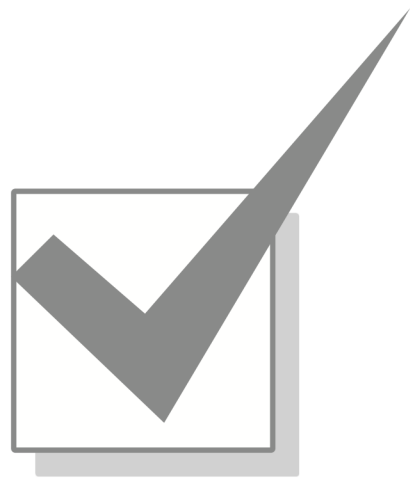


# Getting Things Done

*for Teens*

Take Control of Your Life  
in a Distracting World



David Allen,

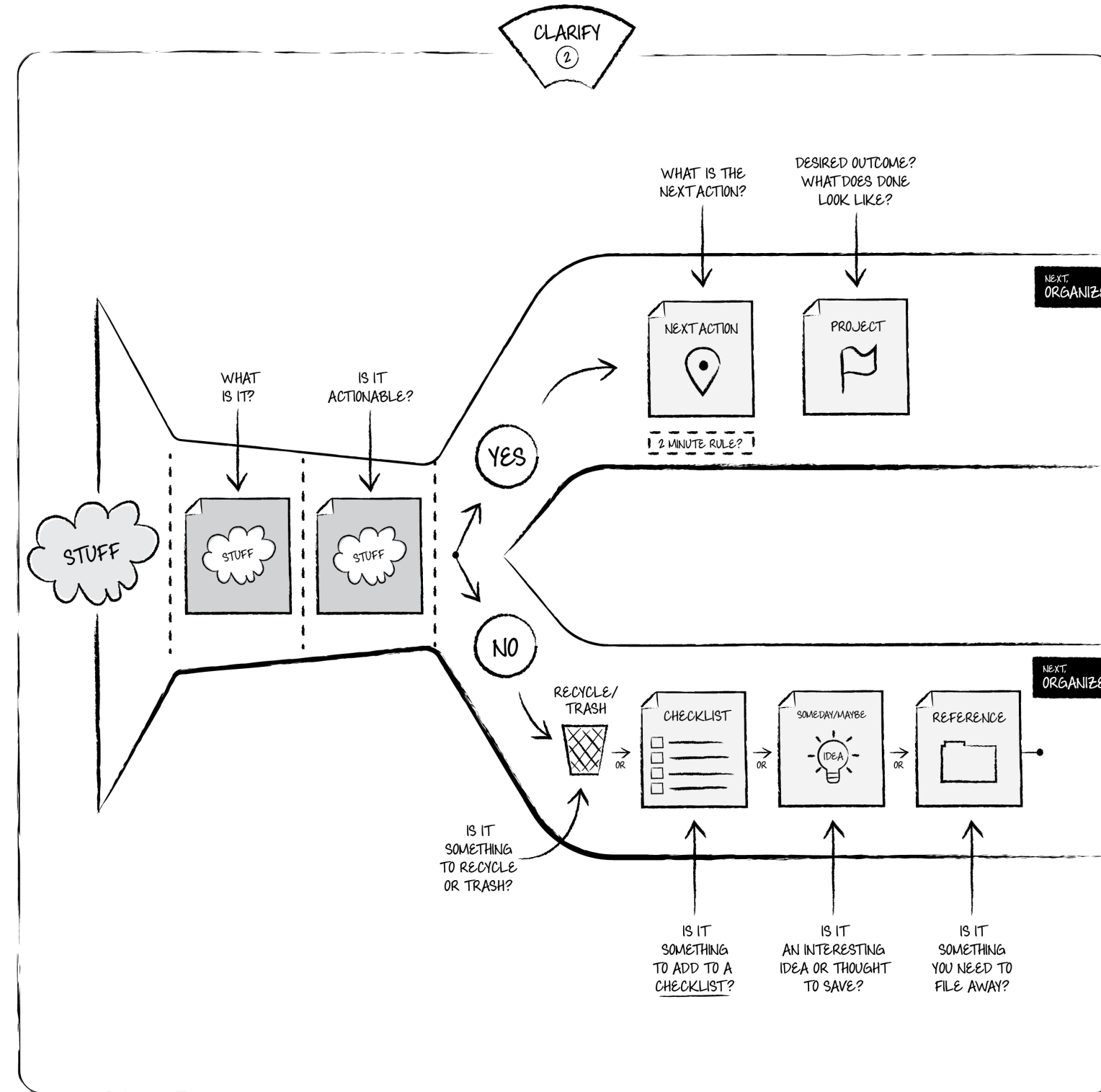
Mike Williams, and Mark Wallace

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# Things I want to do this Summer MINDSWEEP

Blank lined area for writing down items to be mindswiped.

## CLARIFIED (REFERENCE ACTION/PROJECT VERBS LIST)



### NEXT ACTION (DOING)

Blank lined area for writing down next actions.

### PROJECTS (DONE)

Blank lined area for writing down completed projects.