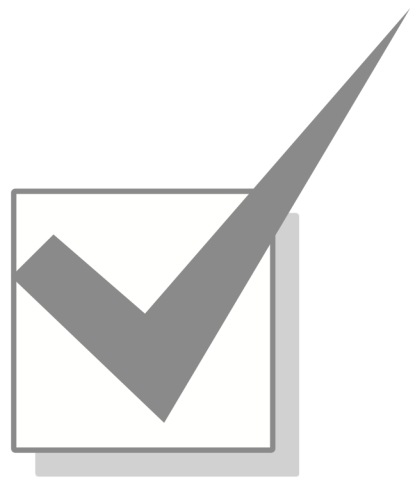


Getting Things Done

for Teens

Take Control of Your Life
in a Distracting World



David Allen,

Mike Williams, and Mark Wallace

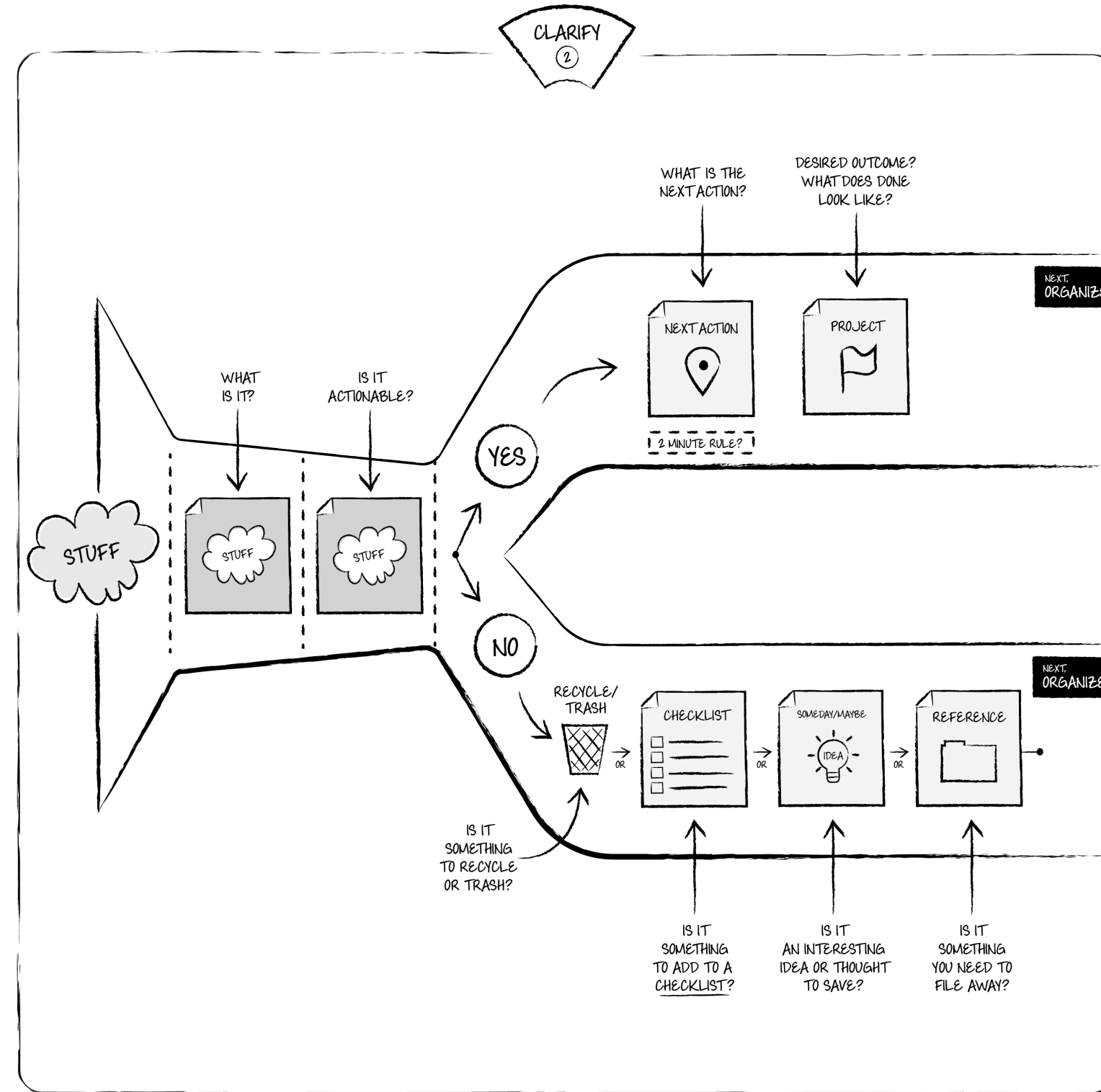
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Things I'm worried about MINDSWEEP

Two columns of horizontal purple lines for writing notes.

CLARIFIED

(REFERENCE ACTION/PROJECT VERBS LIST)



NEXT ACTION (DOING)

Horizontal purple lines for listing next actions.

PROJECTS (DONE)

Horizontal purple lines for listing completed projects.