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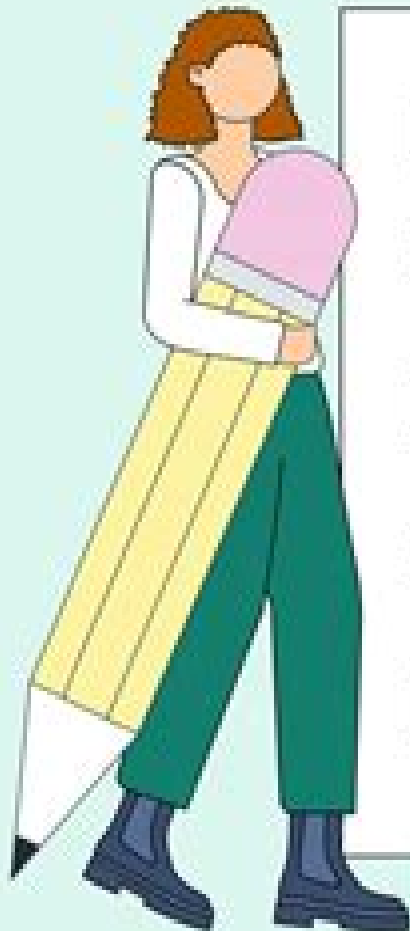
Capture: Write down everything on your mind.

Clarify: Process all of the tasks on your lists by determining what to do about them.

Organize: Sort through your tasks and put them in the appropriate places.

Reflect: To prevent having a messy task list, take out time to review your list daily and weekly.

Engage: Choose the most important tasks and carry out the next actions.

Float

Effective Management Techniques For Getting Things Done

Lynn W. Whiteside

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