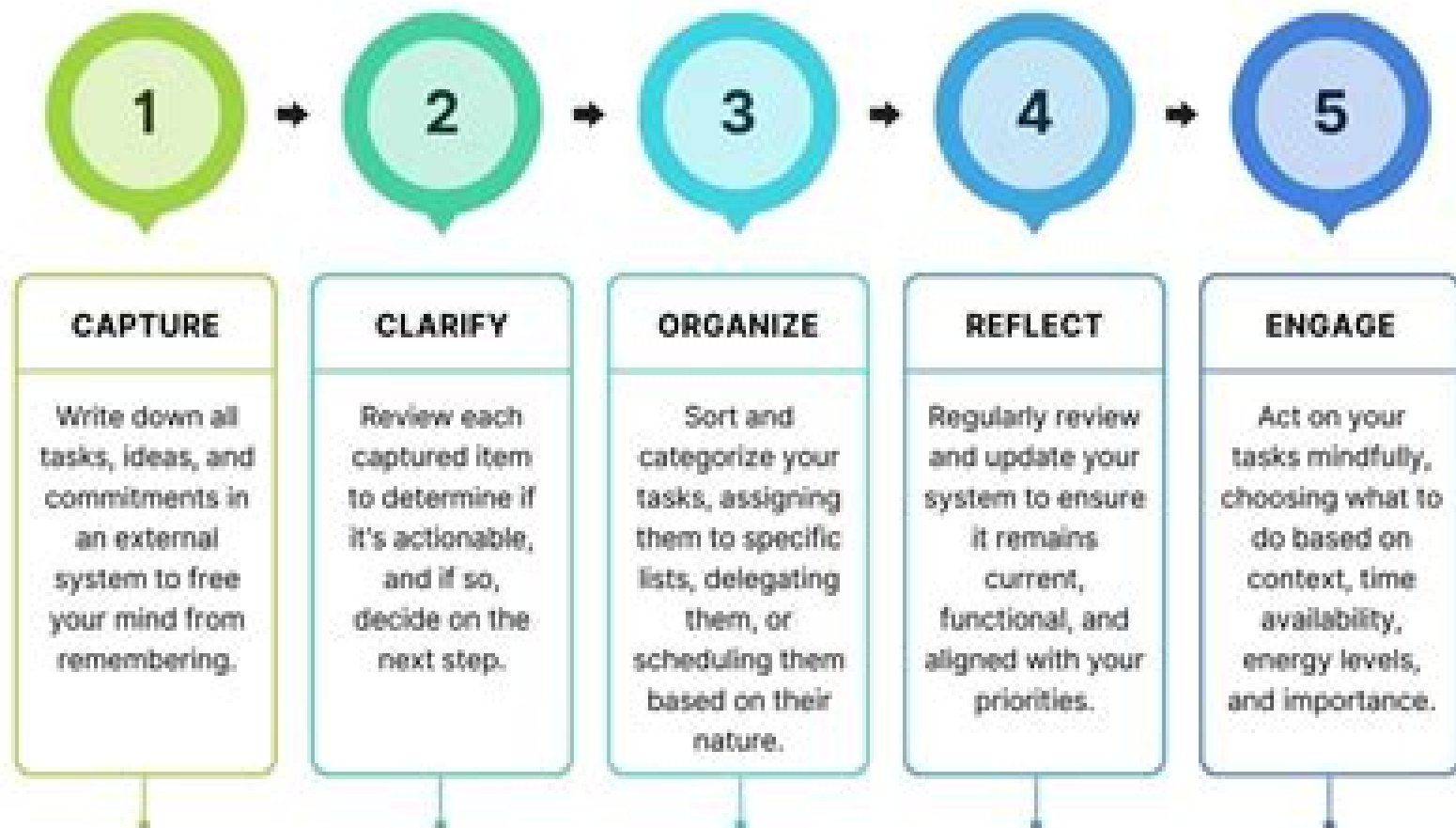


The 5 Steps of the "Getting Things Done Method" (GTD)



Tested Secretarial Techniques For Getting Things Done

A Gutmann



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