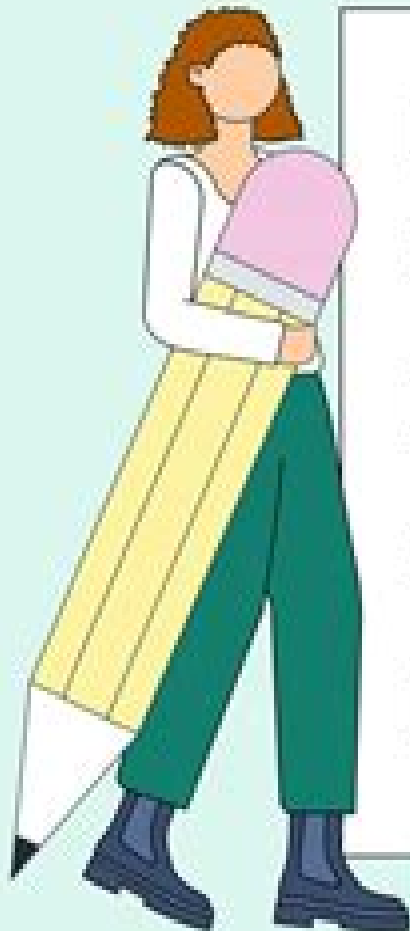


# Getting things done method



- ☐ **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.

# Tested Secretarial Techniques For Getting Things Done

**CL Gary**



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