

# Getting Things Done (GTD) Template

DONE	TYPE	TASK SUBJECT	DUE DATE	NOTES	PROJECT
		<b>ACTIONS</b>			
		<b>DEFERRED</b>			
		<b>WAITING FOR – Tasks Pending Other Tasks</b>			
		<b>SOMEDAY – Future Tasks</b>			

# Getting To I Do

**Kathleen Armour**



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