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Getting Things Done outlines a process called the "5 Stages of Mastering Workflow" which can be shown visually by the following model. For this summary I will summarise each stage of this process and define the key steps that need to occur at each stage in order to get things done.

Getting Things Done by David Allen | Book Summary & PDF

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Problems of Knowledge Workers Procrastination Avoiding things you should do There are items that always stay on your to- do list Although you think you plan things well, they sometimes get out of control Although you worked a lot, you have the

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in Getting Things Done are best experienced as experiences, in real time, with real situations in your real world. Necessarily, the book must put the essence of this dynamic art of workflow management and personal productivity into a linear format. I've tried

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