

# GETTING THINGS DONE 1 — LECTURE 1108

- I. Report; time; energy
- II. 3 months
  - B. reward; success; punishing; for each
- III. A. action
  - C. needs
  - E. key
  - F. deadline; write; bottleneck
- IV. frequent
- V. A. too many
  - C. martyr; alienating
- VI. B. effective
  - C. objectively
  - D. diversionary
  - E. in vain