

## GETTING THINGS DONE 2 — LECTURE 1109

- I.   A. clutter
  - B. reorganize; separate; nothing
  - C. planner; suffer
  - D. standard
- II.  A. clear; everybody's
  - B. no
  - D. expected
- III. A. reduced
  - B. goal
- IV.  uninterrupted
- V.   several; one; one