

**GETTING THINGS DONE:  
THE ART OF STRESS-FREE  
PRODUCTIVITY**  
*by David Allen*

*Interactive Worksheet*

## INTERACTIVE SHEET FOR NOTES

*Reading alone won't help you understand the actionable notes. You need to engage with the content. Answer the question below (just type inside the boxes) to outline your future steps:*

1. What needs to happen in order for the current project to be marked as done?
2. What will happen when you achieve success?
3. How do you collect and sort info?
4. What are the long-term goals and objectives in your life?
5. Why you're here on the planet?

*Don't forget to save your changes.*