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~~Getting Things Done (GTD) by David~~

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things done This week I have been  
reading a new book by Grace  
Marshall called ' 21 ways to manage  
the stuff that sucks up your time ' .

There is a certain irony in this, as one  
of the ways I procrastinate is to read  
books about how to get things done.

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you save time for yourself in your day-to-day life. Going straight to the point, this book will provide you with the key goal setting points you need to focus on in order to make the most of your personal organization skills.

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method. Step 1: Capture; Step 2:  
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Step 4: Reflect; Step 5: Engage.  
Context; Time Available; Energy  
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