



Get Things Done To-Do List

1. CAPTURE: Note every task that comes to mind.

2. CLARIFY: Is the task actionable and can you lay out its steps?

Track time spent on tasks with [Clockify.me](https://clockify.me)

3. ORGANIZE: File tasks under different labels, such as "work," "study," or "home."

4. REFLECT: Review your tasks from time to time.

5. ENGAGE: Start working on your tasks.
