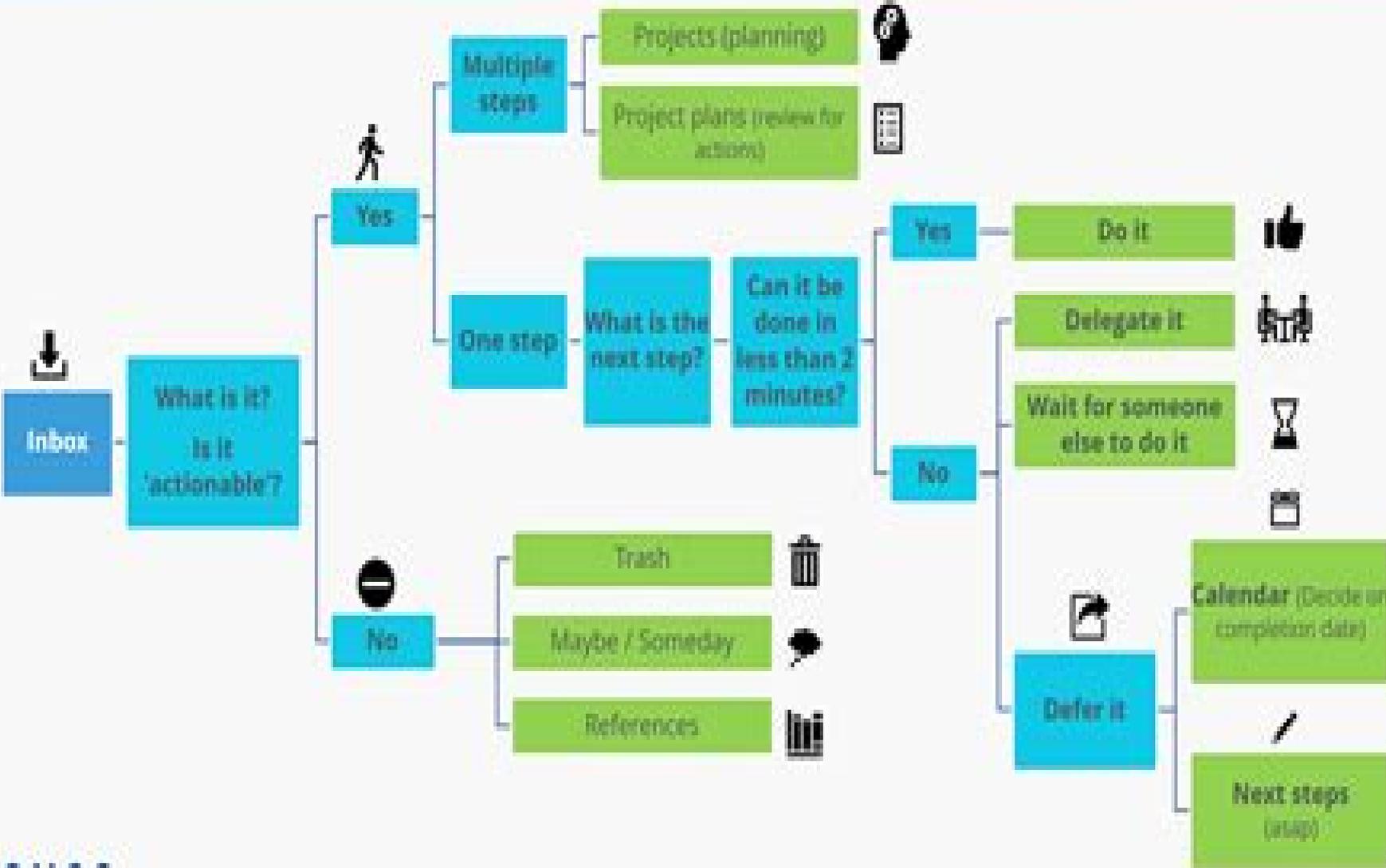


Getting Things Done: Workflow



Effective Management Techniques For Getting Things Done

D Keegan



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