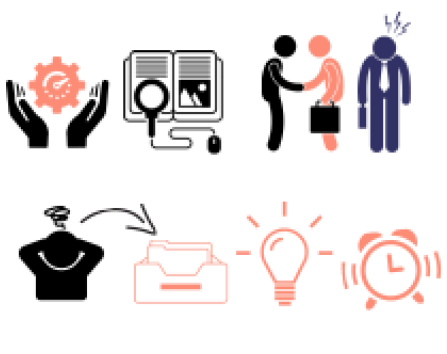
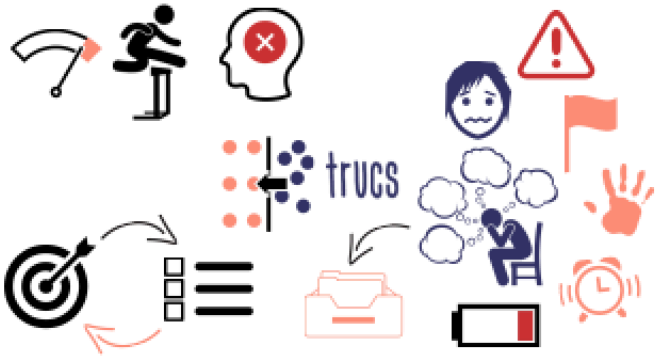
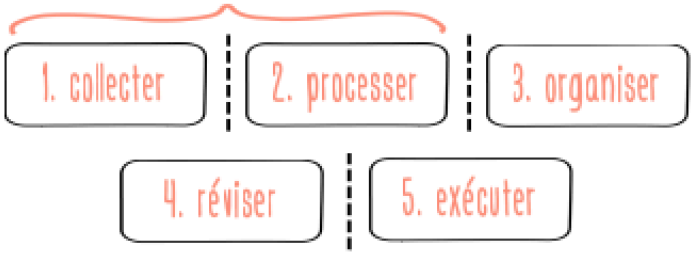
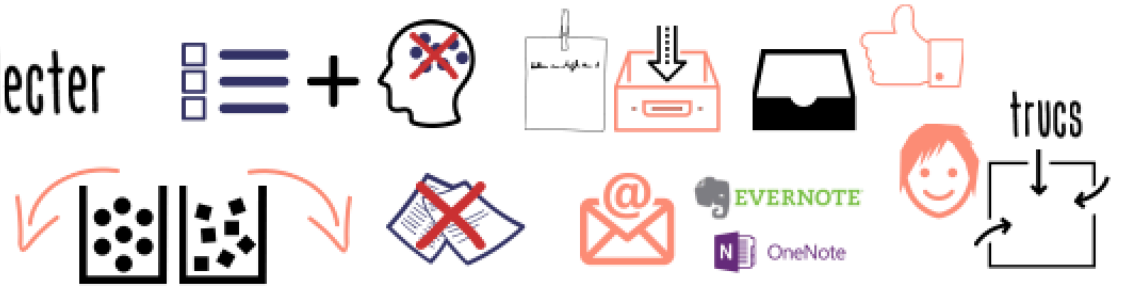
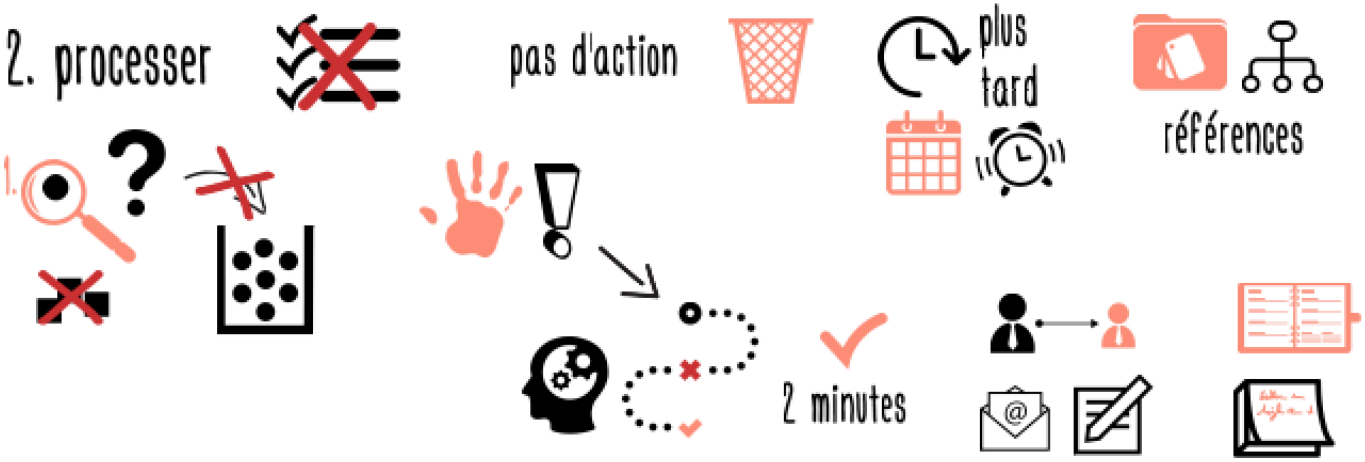
GETTING THINGS DONE : COLLECTER ET PROCESSER de D. Allen







1. collecter



2. processer