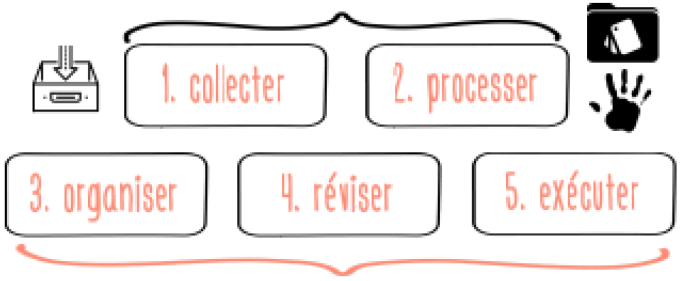
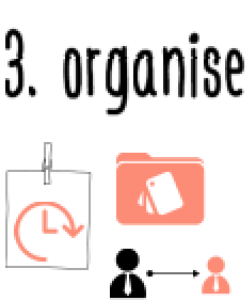
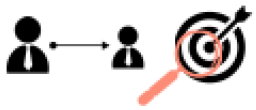
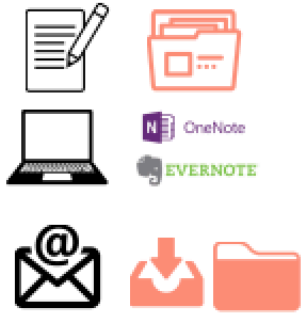
GETTING THINGS DONE : ORGANISER ET EXÉCUTER de D. Allen



3. organiser







4. réviser

5. exécuter