

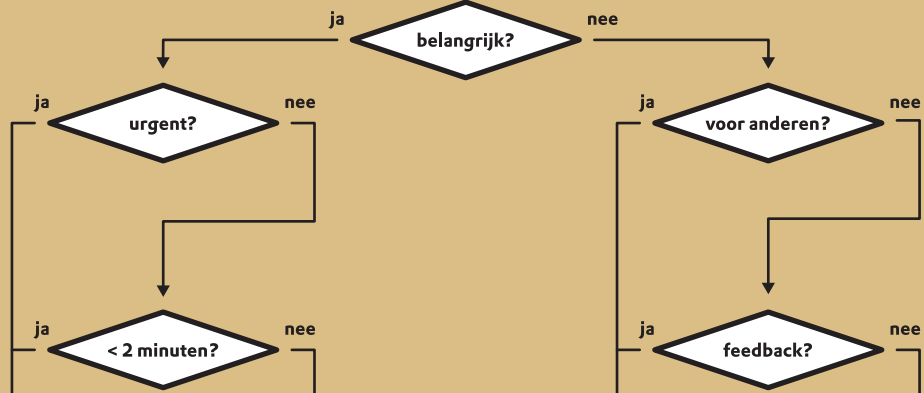
Stap 1

Verzamel alle brieven, krabbels en notities



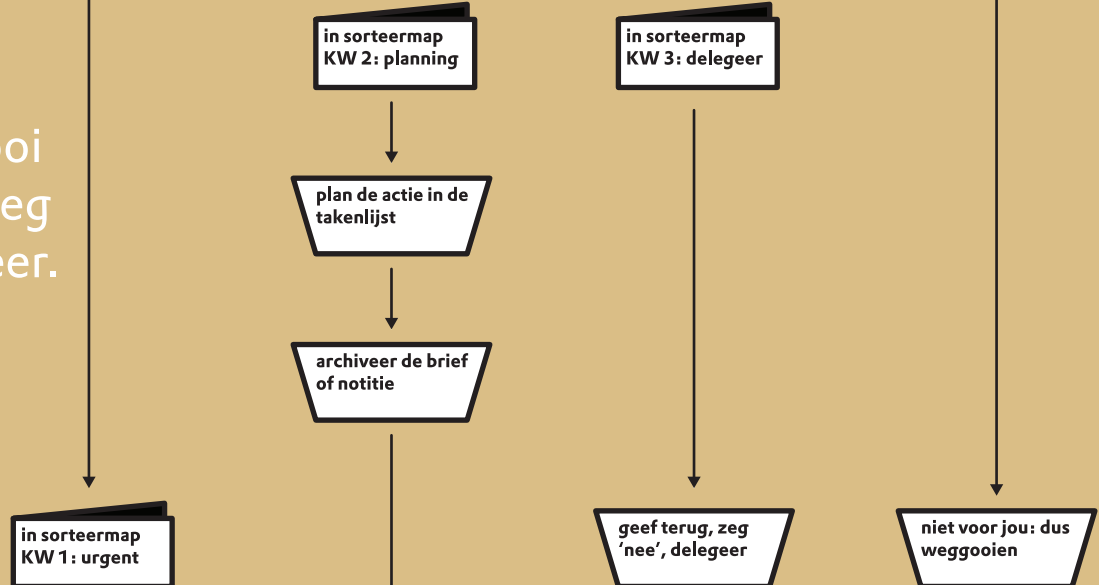
Stap 2

Prioriteer!



Stap 3

Plan wat jij moet doen. Gooi de rest weg of delegeer.



Stap 4

Doen!

