

Getting Things Done

for Teens

Take Control of Your Life
in a Distracting World



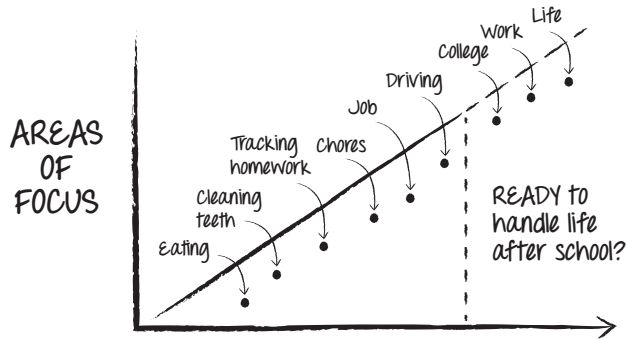
David Allen,

Mike Williams, and Mark Wallace



AREAS OF FOCUS

Over time AREAS OF FOCUS transfer from adults in your life (parents, teachers, coaches) to you. Keeping an eye on your AREAS OF FOCUS will help you handle any transitions in your life.



MY AREAS OF FOCUS:

<p>WELLNESS</p> <ul style="list-style-type: none"> - Exercise - Eating - Hiking 	<p>FAMILY</p> <ul style="list-style-type: none"> - Mom - Dad - Sibling - Dog 	<p>STUDENT</p> <ul style="list-style-type: none"> - Class X - Class Y - Class Z
<p>ACTIVITIES/ SPORTS</p> <ul style="list-style-type: none"> - Band - Soccer - School Club 	<p>JOB</p> <ul style="list-style-type: none"> - Dog walking - Volunteer - Baby sitting 	<p>OTHER</p>

(File away in your AREAS OF FOCUS folder.)