

# Getting Things Done

*for Teens*

Take Control of Your Life  
in a Distracting World



David Allen,

Mike Williams, and Mark Wallace

CAPTURE  
①

"Life's Random Inputs"

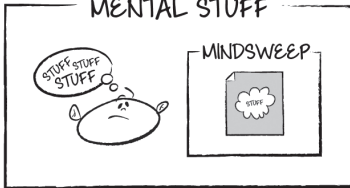


SOURCES OF STUFF

PHYSICAL STUFF

- |                                     |                                |
|-------------------------------------|--------------------------------|
| <input type="checkbox"/> Home       | <input type="checkbox"/> _____ |
| <input type="checkbox"/> School     | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Sports     | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Activities | <input type="checkbox"/> _____ |

MENTAL STUFF



DIGITAL STUFF

- |                                    |   |
|------------------------------------|---|
| <input type="checkbox"/> Messaging | <input type="checkbox"/> School website   |
| <input type="checkbox"/> Email     | <input type="checkbox"/> Class website    |
| <input type="checkbox"/> Twitter   | <input type="checkbox"/> Sports website   |
| <input type="checkbox"/> Facebook  | <input type="checkbox"/> Activity website |
| <input type="checkbox"/> Youtube   | <input type="checkbox"/> _____            |
| <input type="checkbox"/> _____     | <input type="checkbox"/> _____            |
| <input type="checkbox"/> _____     | <input type="checkbox"/> _____            |

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CAPTURE READY?

CAPTURE TOOLS IN PLACE?

PHYSICAL TOOLS

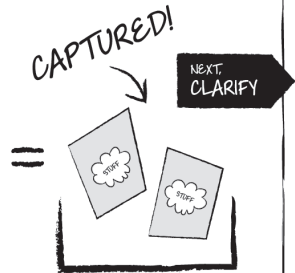
- |                          |                          |             |  |
|--------------------------|--------------------------|-------------|--|
| Y                        | N                        |             |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Paper & Pen |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Note pads   |  |
| <input type="checkbox"/> | <input type="checkbox"/> | _____       |  |
| <input type="checkbox"/> | <input type="checkbox"/> | _____       |  |

DIGITAL TOOLS

- |                          |                          |              |  |
|--------------------------|--------------------------|--------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Phone App    |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Computer App |  |
| <input type="checkbox"/> | <input type="checkbox"/> | _____        |  |

"IN" BUCKETS IN PLACE?

- |                          |                          |            |                          |
|--------------------------|--------------------------|------------|--------------------------|
| Y                        | N                        |            |                          |
| <input type="checkbox"/> | <input type="checkbox"/> | Home       | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | School     | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | In Transit | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | _____      |                          |
| <input type="checkbox"/> | <input type="checkbox"/> | _____      |                          |



"IN"

"Your mind is for having ideas  
not holding them." - DAVID ALLEN