

FOCUS MODE

The Teen's Workbook for Time Management, Productivity & Getting Things Done

You have the same 24 hours as everyone. The question is who controls yours.

18 Quests

500 XP

Planning Systems

Study Science

Pomodoro

"The secret is not in working harder — it's in working on the right things at the right time. **This workbook teaches you exactly how.**"

YOUNG MONEY SERIES · BOOK 4

FOCUS MODE

The Teen's Workbook for Time Management, Productivity & Getting Things Done

SHPERKA Publishing · Young Money Series

WHAT'S INSIDE

- 7 Levels of productivity mastery
- 18 hands-on quests with real exercises
- 500 XP to earn as you level up
- Pomodoro tracker, planning templates & habit streaks
- Study science that actually works
- Morning + evening routine builders

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HOW TO USE THIS WORKBOOK

MEET JORDAN

Jordan is 14 years old. Smart, creative, full of ideas — and constantly behind on everything. Homework piles up. Deadlines sneak up. Hours disappear into a phone. Sound familiar? This workbook is Jordan's story. It's also yours. By the end, you won't just know how to manage your time — you'll actually do it.

This workbook is structured like a video game. You start at Level ★ and work your way up through 6 levels, each one building on the last. Every level has:

3

QUESTS PER LEVEL

80

XP PER LEVEL

500

TOTAL XP AVAILABLE

18+

TOTAL QUESTS

The XP System

XP (Experience Points) are earned by completing quests. They're not a grade — they're a measure of how much you've actually done. Track your total at the end of each level. Can you reach 500?

The Level Map

At the top of each section you'll see the Level Map — showing where you are in the journey.



START

1

MINDSET

2

GOALS

3

FOCUS

4

PLAN

5

LEARN

6

LIFE

How to Do the Quests

Each quest has a description and an exercise. Fill in the tables, write on the lines, and actually do the tasks — not just read them. Productivity is a skill. Skills require practice.

PRO TIP

Don't skip Level ★. The Time Audit at the beginning is the most important exercise in the workbook. Without knowing where your time goes, nothing else will work.

WATCH OUT

Don't try to do all 18 quests in one sitting. One level per week is the ideal pace. Do the work. Live with it. Come back and level up.

MY XP PROGRESS TRACKER

Level ★ — Time Audit	0 XP
Level 1 — Mindset for Productivity	+80 XP
Level 2 — Goal Setting & Priorities	+80 XP
Level 3 — Beating Procrastination	+80 XP
Level 4 — Planning Systems	+80 XP
Level 5 — Learning How to Learn	+80 XP
Level 6 — Build Your Productive Life	+80 XP

TOTAL _____ / 500 XP