

YOUR PERSONAL ACTION BOOK

Close Open Loops

Stop waiting on everyone and free the hours stuck on their timelines.



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Your 90 days at a glance

Every goal and its checkpoints on one timeline — so you can see how the next 90 days fit together, not as separate plans.

DAY 30

Mind. Wrote every live wait onto one board and named who holds it

Craft. Did my most important task first thing, 5 days a week, for two weeks

DAY 60

Mind. Escalated or closed at least three waits that had been stalled twice

Craft. Held a daily distraction-free focus block for three weeks

DAY 90

Mind. Running a weekly sweep so new waits get a trigger and a fallback

Craft. Starting the hard thing early is now my default

MID-POINT CHECK-IN · AROUND DAY 45

Halfway through, take five minutes and answer these honestly:

1. **What's actually working?** Do more of it.
2. **What's not?** Shrink it until it's easy, or drop it.
3. **What's the one thing** you'll fix for the second half?

Close the open loops

Make every wait visible, decide when it escalates, and free the hours stuck on other people's timelines.

THE CHALLENGE

I'm waiting on everyone — open loops everywhere

WHY IT MATTERS

Waiting without a board or a trigger is how weeks disappear.

HOW THE PLAN UNFOLDS

Week 1	Do your first actions and start your keystone habits. The only goal this week is to begin.
Weeks 2–4	Make the routine automatic and repeatable, working toward: Wrote every live wait onto one board and named who holds it.
Month 2–3	Turn the routine into a result you can point to, working toward: Running a weekly sweep so new waits get a trigger and a fallback.

MILESTONES

- DAY 30** Wrote every live wait onto one board and named who holds it
- DAY 60** Escalated or closed at least three waits that had been stalled twice
- DAY 90** Running a weekly sweep so new waits get a trigger and a fallback

KEYSTONE HABITS

Friday wait sweep

When I close the work week, I will review the waiting board and tick or escalate each row.

Fallback before chase

Before I nudge someone again, I will write what I will do if they never reply.

YOUR FIRST ACTIONS

☐ Build the Waiting Room board

List five live waits: what, who, since when, chase count, and if it never comes.

☐ Fill the Escalation Matrix

For each stuck wait, write the escalate-if trigger, escalate-to person, and by-when.

☐ **Clear your own Promise Book**

List what you owe others so their waits on you don't rebound as clutter on your board.

TRACK IT · FIRST TWO WEEKS

Check a box each day you do the habit. Copy it for the weeks after.

Friday wait sweep

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Fallback before chase

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IF-THEN PLAN

When I want to wait one more week, **then** I check the by-when date and escalate or run the fallback today.

When I don't know what I'd do without them, **then** I write one imperfect fallback before the next chase.

When the list feels endless, **then** I keep only five on the printed board and park the rest in cold storage.

Beat procrastination on what matters

Start the most important work first, in focused blocks, before the day fills up.

THE CHALLENGE

I procrastinate on the work that matters

WHY IT MATTERS

The work you avoid is usually the work that moves your life forward.

HOW THE PLAN UNFOLDS

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|------------------|--|
| Week 1 | Do your first actions and start your keystone habits. The only goal this week is to begin. |
| Weeks 2–4 | Make the routine automatic and repeatable, working toward: Did my most important task first thing, 5 days a week, for two weeks. |
| Month 2–3 | Turn the routine into a result you can point to, working toward: Starting the hard thing early is now my default. |

MILESTONES

- DAY 30** Did my most important task first thing, 5 days a week, for two weeks
- DAY 60** Held a daily distraction-free focus block for three weeks
- DAY 90** Starting the hard thing early is now my default

KEYSTONE HABITS

Most important task first

When I start my workday, I will do my single most important task before anything else.

Two-minute start

When I'm avoiding a task, I will commit to just two minutes to break the freeze.

Protect a focus block

At my scheduled deep-work time, I will close distractions and work in one block.

YOUR FIRST ACTIONS

☐ **Pick tomorrow's one thing tonight**

Decide your single most important task the night before so there's no morning debate.

☐ **Shrink the first step**

Break the task down until the first step is too small to resist.

☐ **Kill your top distraction**

Put your phone away and block the sites that pull you off during focus blocks.

TRACK IT · FIRST TWO WEEKS

Check a box each day you do the habit. Copy it for the weeks after.

Most important task first

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Two-minute start

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Protect a focus block

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IF-THEN PLAN

When a task feels paralyzing, **then** I shrink it to a two-minute first step and just start.

When I drift to busywork, **then** I return to my one important task before doing anything smaller.

When there's no deadline pushing me, **then** I set my own deadline and a focus block to meet it.