

YOUR PERSONAL ACTION BOOK

First Ninety Days

Land somewhere new without losing the surveyor's eye.



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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

Craft. Filled a First Week Survey with dated observations and a note to six-months-you

Mind. Kept a daily 10-minute decompress ritual for two weeks

DAY 60

Craft. Shared a Personal User Manual with manager or teammates

Mind. Said no to or removed at least one commitment

DAY 90

Craft. Running a monthly check on early commitments so belonging doesn't mean overcommitment

Mind. Noticeably calmer on most days

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?

Land well in the first ninety days

Capture what is still strange, write how to work with you, and choose early commitments on purpose.

THE CHALLENGE

First weeks somewhere new — job, city, team, or home

WHY IT MATTERS

Week one is the only week you can see a place clearly — and you will never get that vantage back.

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: Filled a First Week Survey with dated observations and a note to six-months-you. |
| Month 2–3 | Turn the routine into a result you can point to, working toward: Running a monthly check on early commitments so belonging doesn't mean overcommitment. |

MILESTONES

- DAY 30** Filled a First Week Survey with dated observations and a note to six-months-you
- DAY 60** Shared a Personal User Manual with manager or teammates
- DAY 90** Running a monthly check on early commitments so belonging doesn't mean overcommitment

KEYSTONE HABITS

Daily observation

At the end of each new-place day, I will log one sign, smell, rule, or person while it is still strange.

Filter early yeses

Before I accept a new ask, I will run a quick decision filter: take, defer, or decline.

YOUR FIRST ACTIONS

- ☐ **Start the First Week Survey**
Write the datum strip and five observations classified as sign, smell, rule, or person.
- ☐ **Draft the Personal User Manual**
Document operating conditions, inputs, known issues, and troubleshooting.

☐ **Ask what week-four success looks like**

Ask one person clearly so you are not guessing the real norms.

TRACK IT · FIRST TWO WEEKS

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

Daily observation

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Filter early yeses

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IF-THEN PLAN

When I want to look like I already know, **then** I write one honest observation instead of performing certainty.

When nobody explains the real rules, **then** I ask one clear question about week-four success.

When I feel pressure to say yes, **then** I defer once: let me check and get back to you.

Lower the daily stress load

Build small recovery rituals so stress stops running the day.

THE CHALLENGE

Constantly stressed and overwhelmed

WHY IT MATTERS

A calmer baseline makes every decision and relationship easier.

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: Kept a daily 10-minute decompress ritual for two weeks.
Month 2–3	Turn the routine into a result you can point to, working toward: Noticeably calmer on most days.

MILESTONES

- DAY 30** Kept a daily 10-minute decompress ritual for two weeks
- DAY 60** Said no to or removed at least one commitment
- DAY 90** Noticeably calmer on most days

KEYSTONE HABITS

Daily decompress

When I close my laptop for the day, I will take 10 minutes to decompress.

Breathing reset

When I feel my chest tighten, I will take five slow breaths.

YOUR FIRST ACTIONS

- ☐ **Pick a shutdown ritual**
Choose a short fixed sequence that signals the workday is over.
- ☐ **Audit your commitments**
List everything you've said yes to and pick one to drop.

☐ **Schedule real downtime**

Block a recurring window that is purely for rest, not errands.

TRACK IT · FIRST TWO WEEKS

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

Daily decompress

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Breathing reset

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IF-THEN PLAN

When I keep checking messages, **then** I put my phone in another room during downtime.

When I'm tempted to say yes, **then** I say 'let me check and get back to you' instead of yes.

When stress builds with nowhere to go, **then** I take a 10-minute walk before reacting.