YOUR PERSONAL ACTION BOOK

Get Your Work Seen

Do work worth noticing — then make sure it gets noticed.

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THE BIG PICTURE

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.** Shared my work publicly at least three times

Craft. Chosen one target skill and committed to it

DAY 60 **Craft.** Built a simple portfolio or home for my work

Craft. Held a weekly practice rhythm for three weeks straight

DAY 90 **Craft.** Got real responses from people who found my work

Craft. Finished a piece of work that proves the growth

> 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?

CRAFT

Get my work seen

Build a simple habit of sharing your work so it reaches the right people.

THE CHALLENGE

I do good work but nobody sees it

WHY IT MATTERS

Great work nobody sees can't open doors — visibility is leverage.

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: Shared my work publicly at least three times.
Month 2–3	Turn the routine into a result you can point to, working toward: Got real responses from people who found my work.

MILESTONES

- **DAY 30** Shared my work publicly at least three times
- **DAY 60** Built a simple portfolio or home for my work
- **DAY 90** Got real responses from people who found my work

KEYSTONE HABITS

Share in public

Every Friday, I will post one thing I made or learned.

Document as I go

After finishing a piece of work, I will capture it for my portfolio.

YOUR FIRST ACTIONS

- [ ] **Pick one platform**
  Choose a single place to share and ignore the rest for now.
- [ ] **Build a simple portfolio**
  Put your best few pieces somewhere people can find them.

- [ ] **Share work-in-progress**
  Post the process, not just polished results, to lower the bar.

TRACK IT · FIRST TWO WEEKS

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

Share in public

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Document as I go

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IF-THEN PLAN

When I want to keep it private**, then** I share a small piece rather than waiting for perfect.

When promoting feels gross**, then** I share to be useful, not to boast.

When I have nothing to point to**, then** I publish one thing this week to start the trail.

CRAFT

Get measurably better at my craft

Pick one high-value skill and practice it deliberately every week.

THE CHALLENGE

I want to level up my skills / career

WHY IT MATTERS

Deliberate practice on the right skill compounds into real leverage.

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: Chosen one target skill and committed to it.
Month 2–3	Turn the routine into a result you can point to, working toward: Finished a piece of work that proves the growth.

MILESTONES

- DAY 30 — Chosen one target skill and committed to it
- DAY 60 — Held a weekly practice rhythm for three weeks straight
- DAY 90 — Finished a piece of work that proves the growth

KEYSTONE HABITS

Deliberate practice

On my scheduled practice days, I will practice my target skill for 30 minutes.

Capture learnings

After each practice session, I will note one thing I learned.

YOUR FIRST ACTIONS

- [ ] **Choose one skill to improve**
  Pick the single skill that would most move your work forward.
- [ ] **Schedule three practice slots**
  Put three short, focused practice sessions on the calendar each week.

- [ ] **Find a feedback source**
  Line up a person, community, or rubric to review your work.

TRACK IT · FIRST TWO WEEKS

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

Deliberate practice

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Capture learnings

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IF-THEN PLAN

When I'm unsure what to focus on**, then** I pick the skill that unlocks the most and commit for a month.

When practice keeps slipping**, then** I do a 10-minute version rather than skipping.

When I'm working in a vacuum**, then** I share one piece of work for feedback this week.