YOUR PERSONAL ACTION BOOK

Guard the Hours That Matter

Stop letting work quietly eat your family time.

Generated Jul 21, 2026 · 90-day horizon

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

Family. Kept a hard work-stop time five days a week for two weeks

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

DAY 60

Family. Held a protected weekly family block for a month

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

DAY 90

Family. Family time is reliably on the calendar and rarely gets bumped

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?

FAMILY

Protect real time for my family

Build firm boundaries so family time is planned and defended, not leftover.

THE CHALLENGE

Work crowds out time with my family

WHY IT MATTERS

Time with the people you love is the thing you'll never wish you'd given less of.

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 hard work-stop time five days a week for two weeks.
Month 2–3	Turn the routine into a result you can point to, working toward: Family time is reliably on the calendar and rarely gets bumped.

MILESTONES

- **DAY 30** Kept a hard work-stop time five days a week for two weeks
- **DAY 60** Held a protected weekly family block for a month
- **DAY 90** Family time is reliably on the calendar and rarely gets bumped

KEYSTONE HABITS

Hard work stop

When I hit my end-of-work time, I will close work down and be fully home.

Plan the week's family time

Every Sunday, I will put one family block on the calendar.

YOUR FIRST ACTIONS

- [ ] **Set a firm work-stop time**
  Pick a time work ends and treat it like a meeting you can't miss.
- [ ] **Schedule family time first**
  Block family time on the calendar before work fills the week.

- [ ] **Create a transition ritual**
  A short routine that lets you leave work behind before you walk in.

TRACK IT · FIRST TWO WEEKS

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

Hard work stop

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Plan the week's family time

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IF-THEN PLAN

When work runs long**, then** I protect the family block and move work around it, not over it.

When my mind stays at work**, then** I do my transition ritual to leave it at the door.

When family time never gets set**, then** I schedule it Sunday so it isn't left to chance.

CRAFT

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

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

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

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