

YOUR PERSONAL ACTION BOOK

Learn It and Keep It

Study so it sticks — and protect the focus to do it.



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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 **Learning.** Used active recall in every study session for two weeks

Mind. Held one protected 60-minute focus block daily for two weeks

DAY 60 **Learning.** Applied something I learned in a real situation

Mind. Kept my phone out of reach through every focus block for two weeks

DAY 90 **Learning.** Can recall and use the core material without notes

Mind. Finishing my top priority before noon 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?

LEARNING

Make what I learn actually stick

Use active recall and real application so knowledge lasts and gets used.

THE CHALLENGE

I learn things but don't remember or use them

WHY IT MATTERS

Retrieval and use are what move learning from forgotten to fluent.

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: Used active recall in every study session for two weeks.
- Month 2–3** Turn the routine into a result you can point to, working toward: Can recall and use the core material without notes.

MILESTONES

- DAY 30** Used active recall in every study session for two weeks
- DAY 60** Applied something I learned in a real situation
- DAY 90** Can recall and use the core material without notes

KEYSTONE HABITS

Active recall

After each learning session, I will close the material and write what I remember.

Teach it back

When I learn something useful, I will explain it in my own words to someone or in writing.

YOUR FIRST ACTIONS

- Replace re-reading with testing**
Quiz yourself from memory instead of reviewing notes passively.
- Space your reviews**
Revisit material after a day, then a few days, then a week.

Apply it once for real

Use each new concept in an actual task or project.

TRACK IT · FIRST TWO WEEKS

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

Active recall

Teach it back

IF-THEN PLAN

When I catch myself just reading, **then** I stop and write what I remember from memory.

When it's starting to fade, **then** I do a quick spaced review before it disappears.

When I haven't applied it, **then** I find one real place to use it this week.

Reclaim deep focus

Protect daily focus blocks so the important work actually gets done.

THE CHALLENGE

I can't focus — always distracted

WHY IT MATTERS

A few hours of real focus beats a whole scattered day.

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: Held one protected 60-minute focus block daily for two weeks.
- Month 2–3** Turn the routine into a result you can point to, working toward: Finishing my top priority before noon most days.

MILESTONES

- DAY 30** Held one protected 60-minute focus block daily for two weeks
- DAY 60** Kept my phone out of reach through every focus block for two weeks
- DAY 90** Finishing my top priority before noon most days

KEYSTONE HABITS

Morning focus block

Right after I start work, I will do one 60-minute focus block on my top task.

Single-tasking

Before opening a new tab or app, I will ask if it serves my current task.

YOUR FIRST ACTIONS

- Pick tomorrow's one thing**
Each evening choose the single most important task for the next day.
- Create a phone-free zone**
Put the phone in another room during your focus block.

Time-box distractions

Batch email and messages into two set windows instead of all day.

TRACK IT · FIRST TWO WEEKS

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

Morning focus block

Single-tasking

IF-THEN PLAN

When I reach for my phone, **then** I leave it in another room during focus blocks.

When everything feels urgent, **then** I do the one task I pre-picked last night first.

When I feel the urge to switch tasks, **then** I jot the new thought down and finish the current one.