YOUR PERSONAL ACTION BOOK

Learn It and Keep It

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

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

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

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Teach it back

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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.

MIND

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

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Single-tasking

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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.