YOUR PERSONAL ACTION BOOK

Level Up Your Craft

Stop dabbling. Get deliberately, measurably better.

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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. Chosen one target skill and committed to it

Learning. Chosen one subject and held a daily rhythm for two weeks

DAY 60

Craft. Held a weekly practice rhythm for three weeks straight

Learning. Reached the halfway point and applied it at least once

DAY 90

Craft. Finished a piece of work that proves the growth

Learning. Finished it and used it in something real

> 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 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.

LEARNING

Actually finish what I start learning

Commit to one subject and a steady rhythm until you can use it.

THE CHALLENGE

I start learning things but never finish

WHY IT MATTERS

Depth in one thing beats a graveyard of half-started courses.

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 subject and held a daily rhythm for two weeks.
Month 2–3	Turn the routine into a result you can point to, working toward: Finished it and used it in something real.

MILESTONES

- **DAY 30** Chosen one subject and held a daily rhythm for two weeks
- **DAY 60** Reached the halfway point and applied it at least once
- **DAY 90** Finished it and used it in something real

KEYSTONE HABITS

Daily learning block

After dinner, I will study my subject for 25 minutes.

Learn by doing

After each lesson, I will apply one thing immediately.

YOUR FIRST ACTIONS

- [ ] **Pick one subject only**
  Choose a single topic and park the rest until it's done.
- [ ] **Schedule a daily block**
  Protect a short, consistent slot for focused study.

- [ ] **Plan how you'll apply it**
  Decide on a small project where you'll use the new skill.

TRACK IT · FIRST TWO WEEKS

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

Daily learning block

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Learn by doing

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IF-THEN PLAN

When I'm just dabbling**, then** I follow one structured path start to finish.

When a new topic tempts me**, then** I add it to a someday list and finish the current one.

When I only consume, never apply**, then** I build something tiny with each lesson.