

YOUR PERSONAL ACTION BOOK

Lighten the Home

Share the load, thaw paused work, and make rest land again.



Generated Jul 21, 2026 · 90-day horizon

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. Wrote a handover card for one domain someone else can hold

Mind. Kept a daily 10-minute decompress ritual for two weeks

DAY 60

Family. Thawed or dropped the three oldest paused projects in cold storage

Mind. Said no to or removed at least one commitment

DAY 90

Family. Home has a weekly load review and at least one shared handover that sticks

Mind. Noticeably calmer on 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?

Lighten the home

Make the load visible, hand over what others can hold, and thaw or drop what has been paused too long.

THE CHALLENGE

Home feels heavy — too much to hold alone

WHY IT MATTERS

A heavy home is unfinished care sitting only in one person's head.

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: Wrote a handover card for one domain someone else can hold. |
| Month 2–3 | Turn the routine into a result you can point to, working toward: Home has a weekly load review and at least one shared handover that sticks. |

MILESTONES

- DAY 30** Wrote a handover card for one domain someone else can hold
- DAY 60** Thawed or dropped the three oldest paused projects in cold storage
- DAY 90** Home has a weekly load review and at least one shared handover that sticks

KEYSTONE HABITS

Sunday load glance

When I plan the week, I will scan handovers and cold storage for one thing to share or drop.

Handover before leave

Before I travel or go offline, I will leave a card so nobody has to text me the basics.

YOUR FIRST ACTIONS

- ☐ **Fill one Handover Card**
Document normal, the day in order, if-this instructions, and who to ring for one domain.
- ☐ **Open Cold Storage**
List paused projects with how long ago each stopped and file them by age.

☐ **Claim one lost thing**

Name a habit, friendship, or capacity that went missing and take one step to recover it.

TRACK IT · FIRST TWO WEEKS

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

Sunday load glance

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Handover before leave

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IF-THEN PLAN

When nobody else knows the system, **then** I write the handover card before I explain it again out loud.

When the backlog feels shameful, **then** I thaw or drop the oldest item only — not the whole list.

When home still feels like work, **then** I clear one surface or one handover so rest has somewhere to land.

Lower the daily stress load

Build small recovery rituals so stress stops running the day.

THE CHALLENGE

Constantly stressed and overwhelmed

WHY IT MATTERS

A calmer baseline makes every decision and relationship easier.

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 daily 10-minute decompress ritual for two weeks.
Month 2–3	Turn the routine into a result you can point to, working toward: Noticeably calmer on most days.

MILESTONES

- DAY 30** Kept a daily 10-minute decompress ritual for two weeks
- DAY 60** Said no to or removed at least one commitment
- DAY 90** Noticeably calmer on most days

KEYSTONE HABITS

Daily decompress

When I close my laptop for the day, I will take 10 minutes to decompress.

Breathing reset

When I feel my chest tighten, I will take five slow breaths.

YOUR FIRST ACTIONS

- ☐ **Pick a shutdown ritual**
Choose a short fixed sequence that signals the workday is over.
- ☐ **Audit your commitments**
List everything you've said yes to and pick one to drop.

☐ **Schedule real downtime**

Block a recurring window that is purely for rest, not errands.

TRACK IT · FIRST TWO WEEKS

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

Daily decompress

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Breathing reset

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IF-THEN PLAN

When I keep checking messages, **then** I put my phone in another room during downtime.

When I'm tempted to say yes, **then** I say 'let me check and get back to you' instead of yes.

When stress builds with nowhere to go, **then** I take a 10-minute walk before reacting.