

YOUR PERSONAL ACTION BOOK

# Make Room to Learn

Fit real, lasting learning into an already-full life.



Generated Jun 27, 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** **Learning.** Used a repeatable 20-minute daily pocket for two weeks

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

**DAY 60** **Learning.** Held a two-week streak of showing up

**Mind.** Said no to or removed at least one commitment

**DAY 90** **Learning.** Made real, visible progress from the daily steps

**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?

## LEARNING

# Make learning fit a busy life

*Use small, consistent pockets of time instead of waiting for free hours.*

### THE CHALLENGE

I want to learn but have no time

### WHY IT MATTERS

Twenty minutes a day compounds faster than rare marathon sessions.

### 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 a repeatable 20-minute daily pocket for two weeks.
- Month 2–3** Turn the routine into a result you can point to, working toward: Made real, visible progress from the daily steps.

### MILESTONES

- DAY 30** Used a repeatable 20-minute daily pocket for two weeks
- DAY 60** Held a two-week streak of showing up
- DAY 90** Made real, visible progress from the daily steps

### KEYSTONE HABITS

#### Micro-learning

During my commute / lunch, I will spend 20 minutes learning.

#### Habit stack

Right after my morning coffee, I will read one page or one lesson.

### YOUR FIRST ACTIONS

- Find your daily pocket**  
Identify one 20-minute window that already repeats every day.
- Make materials portable**  
Keep your learning on your phone so it's ready in any gap.

**Lower the bar**

Commit to just five minutes on bad days to keep the streak alive.

**TRACK IT · FIRST TWO WEEKS**

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

**Micro-learning**

**Habit stack**

**IF-THEN PLAN**

**When** my day is full, **then** I attach learning to something I already do daily.

**When** I'm too tired to study, **then** I do five easy minutes rather than zero.

**When** it feels self-indulgent, **then** I remind myself growth is what keeps me valuable.

# 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**

**Breathing reset**

**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.