YOUR PERSONAL ACTION BOOK

Make Room to Learn

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

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 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

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Habit stack

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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.

MIND

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.