YOUR PERSONAL ACTION BOOK

# Master a New Skill

Pick one skill and actually see it through to competence.

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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**

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

**Craft.** Chosen one target skill and committed to it

**DAY 60**

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

**Craft.** Held a weekly practice rhythm for three weeks straight

**DAY 90**

**Learning.** Finished it and used it in something real

**Craft.** Finished a piece of work that proves the growth

> 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

# 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.

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.