

YOUR PERSONAL ACTION BOOK

# Master a New Skill

Pick one skill and actually see it through to competence.



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# 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**

**Learn by doing**

**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.

# 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**

**Capture learnings**

**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.