YOUR PERSONAL ACTION BOOK

Present at Home

Be there for the people you love — fully, not just in the room.

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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

Family. Held a daily phone-free family window for two weeks straight

Mind. Held one protected 60-minute focus block daily for two weeks

DAY 60

Family. Kept a clear work-to-home transition every day for two weeks

Mind. Kept my phone out of reach through every focus block for two weeks

DAY 90

Family. Run a weekly family ritual that everyone shows up for

Mind. Finishing my top priority before noon 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?

FAMILY

Be truly present at home

Protect daily undistracted time with the people who matter most.

THE CHALLENGE

I'm not present with my family

WHY IT MATTERS

Presence, not hours, is what your family actually remembers.

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: Held a daily phone-free family window for two weeks straight.
Month 2–3	Turn the routine into a result you can point to, working toward: Run a weekly family ritual that everyone shows up for.

MILESTONES

- DAY 30 — Held a daily phone-free family window for two weeks straight
- DAY 60 — Kept a clear work-to-home transition every day for two weeks
- DAY 90 — Run a weekly family ritual that everyone shows up for

KEYSTONE HABITS

Phone-free dinner

When we sit down to eat, I will leave my phone in another room.

Arrival ritual

When I walk in the door, I will greet each person before anything else.

YOUR FIRST ACTIONS

- [ ] **Set a hard work stop**
  Pick a time work ends and protect the evening for family.
- [ ] **Create a phone basket**
  A spot where phones go during family time so attention is undivided.

- [ ] **Plan one weekly ritual**
  A simple recurring thing — game night, a walk — everyone counts on.

TRACK IT · FIRST TWO WEEKS

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

Phone-free dinner

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Arrival ritual

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IF-THEN PLAN

When work pulls at me after hours**, then** I close the laptop and put it out of sight until morning.

When I reach for my phone at home**, then** I put it in the basket until the kids are in bed.

When I'm drained in the evening**, then** I give 20 focused minutes instead of a distracted whole evening.

MIND

Reclaim deep focus

Protect daily focus blocks so the important work actually gets done.

THE CHALLENGE

I can't focus — always distracted

WHY IT MATTERS

A few hours of real focus beats a whole scattered day.

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: Held one protected 60-minute focus block daily for two weeks.
Month 2–3	Turn the routine into a result you can point to, working toward: Finishing my top priority before noon most days.

MILESTONES

- DAY 30 — Held one protected 60-minute focus block daily for two weeks
- DAY 60 — Kept my phone out of reach through every focus block for two weeks
- DAY 90 — Finishing my top priority before noon most days

KEYSTONE HABITS

Morning focus block

Right after I start work, I will do one 60-minute focus block on my top task.

Single-tasking

Before opening a new tab or app, I will ask if it serves my current task.

YOUR FIRST ACTIONS

- [ ] **Pick tomorrow's one thing**
  Each evening choose the single most important task for the next day.
- [ ] **Create a phone-free zone**
  Put the phone in another room during your focus block.

- [ ] **Time-box distractions**
  Batch email and messages into two set windows instead of all day.

TRACK IT · FIRST TWO WEEKS

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

Morning focus block

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Single-tasking

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IF-THEN PLAN

When I reach for my phone**, then** I leave it in another room during focus blocks.

When everything feels urgent**, then** I do the one task I pre-picked last night first.

When I feel the urge to switch tasks**, then** I jot the new thought down and finish the current one.