YOUR PERSONAL ACTION BOOK

Sleep Deep Again

Fix your nights so your days have something to run on.

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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

Health. Held a fixed bedtime and wake time for two weeks straight

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

DAY 60

Health. Kept a screen-free wind-down every night for three weeks

Mind. Said no to or removed at least one commitment

DAY 90

Health. Sleeping through most nights and waking rested

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?

HEALTH

Sleep through the night and wake rested

Build a consistent wind-down and schedule so sleep gets deep and reliable.

THE CHALLENGE

I sleep badly and wake up tired

WHY IT MATTERS

Good sleep is the foundation under your mood, focus, and health.

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 fixed bedtime and wake time for two weeks straight.
Month 2–3	Turn the routine into a result you can point to, working toward: Sleeping through most nights and waking rested.

MILESTONES

- **DAY 30** Held a fixed bedtime and wake time for two weeks straight
- **DAY 60** Kept a screen-free wind-down every night for three weeks
- **DAY 90** Sleeping through most nights and waking rested

KEYSTONE HABITS

Fixed bedtime

When the clock hits my wind-down time, I will start getting ready for bed.

Screen-free wind-down

30 minutes before bed, I will put screens away and read or stretch.

Brain dump

When my mind starts racing in bed, I will write tomorrow's worries on a notepad.

YOUR FIRST ACTIONS

- [ ] **Set a fixed sleep window**
  Pick a bedtime and wake time you can keep every day, weekends included.

- [ ] **Build a 30-minute wind-down**
  A fixed screen-free sequence that signals your body it's time to sleep.

- [ ] **Fix the bedroom**
  Make it dark, cool, and quiet, and charge your phone outside the room.

TRACK IT · FIRST TWO WEEKS

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

Fixed bedtime

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Screen-free wind-down

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Brain dump

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IF-THEN PLAN

When I'm tempted to scroll in bed**, then** I leave the phone charging in another room.

When my mind won't switch off**, then** I write the thoughts down so my brain can let them go.

When my schedule slips on weekends**, then** I keep the same wake time and nap only if I must.

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.