

YOUR PERSONAL ACTION BOOK

# Stop Putting It Off

Start the hard thing first, before the day fills up.



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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** **Craft.** Did my most important task first thing, 5 days a week, for two weeks

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

**DAY 60** **Craft.** Held a daily distraction-free focus block for three weeks

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

**DAY 90** **Craft.** Starting the hard thing early is now my default

**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?

# Beat procrastination on what matters

*Start the most important work first, in focused blocks, before the day fills up.*

## THE CHALLENGE

I procrastinate on the work that matters

## WHY IT MATTERS

The work you avoid is usually the work that moves your life forward.

## 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: Did my most important task first thing, 5 days a week, for two weeks.

**Month 2–3** Turn the routine into a result you can point to, working toward: Starting the hard thing early is now my default.

## MILESTONES

**DAY 30** Did my most important task first thing, 5 days a week, for two weeks

**DAY 60** Held a daily distraction-free focus block for three weeks

**DAY 90** Starting the hard thing early is now my default

## KEYSTONE HABITS

### Most important task first

When I start my workday, I will do my single most important task before anything else.

### Two-minute start

When I'm avoiding a task, I will commit to just two minutes to break the freeze.

### Protect a focus block

At my scheduled deep-work time, I will close distractions and work in one block.

## YOUR FIRST ACTIONS

**Pick tomorrow's one thing tonight**

Decide your single most important task the night before so there's no morning debate.

**Shrink the first step**

Break the task down until the first step is too small to resist.

**Kill your top distraction**

Put your phone away and block the sites that pull you off during focus blocks.

**TRACK IT · FIRST TWO WEEKS**

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

**Most important task first**

**Two-minute start**

**Protect a focus block**

**IF-THEN PLAN**

**When** I drift to busywork, **then** I return to my one important task before doing anything smaller.

**When** a task feels paralyzing, **then** I shrink it to a two-minute first step and just start.

**When** there's no deadline pushing me, **then** I set my own deadline and a focus block to meet it.

# 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.
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- 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**

**Single-tasking**

**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.