YOUR PERSONAL ACTION BOOK

Stop Putting It Off

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

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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

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?

CRAFT

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

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Two-minute start

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Protect a focus block

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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.

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.