YOUR PERSONAL ACTION BOOK

The Energy Rebuild

Trade the afternoon crash for steady, all-day energy.

Generated Jul 21, 2026 · 90-day horizon

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. Kept one wake time, 7 days a week, for two weeks straight

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

DAY 60

Health. Moved my body 5+ days a week for three weeks running

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

DAY 90

Health. Waking up rested most mornings, no alarm jolt

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?

HEALTH

Rebuild steady daily energy

Have reliable energy through the day by protecting sleep and movement.

THE CHALLENGE

Low energy — tired all the time

WHY IT MATTERS

Energy is the multiplier on every other goal — fixing it lifts the rest.

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 one wake time, 7 days a week, for two weeks straight.
Month 2–3	Turn the routine into a result you can point to, working toward: Waking up rested most mornings, no alarm jolt.

MILESTONES

- **DAY 30** Kept one wake time, 7 days a week, for two weeks straight
- **DAY 60** Moved my body 5+ days a week for three weeks running
- **DAY 90** Waking up rested most mornings, no alarm jolt

KEYSTONE HABITS

Consistent wake time

The moment my alarm goes off, I will get up at my fixed wake time.

Morning daylight + movement

After I pour my first coffee, I will step outside for 10 minutes.

Wind-down before bed

When the clock hits 10pm, I will start my wind-down routine.

YOUR FIRST ACTIONS

- [ ] **Set one fixed wake time**
  Pick a single wake time you can keep on weekends too, and set a recurring alarm.

- [ ] **10-minute morning walk**
  Get outside within 30 minutes of waking for light and movement.

- [ ] **Screens off 30 min before bed**
  Park the phone outside the bedroom and read instead.

TRACK IT · FIRST TWO WEEKS

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

Consistent wake time

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Morning daylight + movement

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Wind-down before bed

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IF-THEN PLAN

When the day starts slipping**, then** I do the next smallest health action on my list, not the whole plan.

When I can't fall asleep**, then** I get up, read under dim light for 15 min, then try again.

When I have no time to exercise**, then** I do a 10-minute walk between meetings instead of skipping 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.