YOUR PERSONAL ACTION BOOK

The Focus Comeback

Reclaim deep focus and finally ship the thing.

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

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

Craft. Cut the scope to a defined, written v1

DAY 60

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

Craft. Built the core of v1 and it runs end to end

DAY 90

Mind. Finishing my top priority before noon most days

Craft. Shipped v1 to first real users

> 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?

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.

CRAFT

Ship the thing

Cut scope to a real first version and get it in front of people.

THE CHALLENGE

My project is stalled — I keep not shipping

WHY IT MATTERS

A shipped v1 teaches you more than a perfect plan ever will.

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: Cut the scope to a defined, written v1.
Month 2–3	Turn the routine into a result you can point to, working toward: Shipped v1 to first real users.

MILESTONES

- **DAY 30** Cut the scope to a defined, written v1
- **DAY 60** Built the core of v1 and it runs end to end
- **DAY 90** Shipped v1 to first real users

KEYSTONE HABITS

Daily ship session

After my morning coffee, I will spend 45 minutes moving the project forward.

End-of-day next step

Before I stop working, I will write down the single next action.

YOUR FIRST ACTIONS

- [ ] **Define the smallest v1**
  Strip the idea to the one thing it must do, and cut the rest.
- [ ] **Block daily build time**
  Protect a recurring 45-minute slot purely for shipping.

- [ ] **Set a public ship date**
  Tell someone when it launches so the deadline is real.

TRACK IT · FIRST TWO WEEKS

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

Daily ship session

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End-of-day next step

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IF-THEN PLAN

When I want to keep polishing**, then** I ask 'is this good enough to ship?' and if yes, I ship.

When the day job eats my time**, then** I protect one 45-minute block before work.

When the scope feels huge**, then** I cut one feature instead of adding one.