

30-Day Direction Plan

Your first three days

These are the exact first three daily pages of the current workbook draft. Allow 15–20 minutes per day, or use the minimum version. Write your answers on paper or in your own notes app. Your answers are not saved by this page.

How to use these pages

- Read one day at a time and choose a priority within your influence.
- Use the writing prompts on paper or in your own notes; these are not online form fields.
- Use your browser's print command for a paper copy.
- If you miss a day, resume at the next suitable opportunity without doubling the work.
- “Done when” describes normal completion. Minimum completion requires only the smaller action and its named output; you may move on after either. Record normal/minimum and complete/partial separately.
- The chosen time budget includes reading, setup, action and brief notes. Stop at the limit and record unfinished work. Fill only relevant prompts; reflection is optional for the minimum version.

The complete workbook is in development and is not yet for sale. Purchases and paid delivery are unavailable.

Day 1: Choose one priority

Time: 15 minutes

Action: List up to five things you would like to move forward this month. Circle one that matters to you and has a next step within your control. Write why it matters now and what it will replace in your available time. Keep the other ideas on a later list. You can revise your choice after trying it; today you need a starting direction.

Minimum version: 3 minutes: write one priority and one sentence explaining why it matters.

Done when: You have one named priority, a reason for choosing it and a later list for competing ideas.

Reflection: What made this priority worth choosing over the others?

Writing space

Ideas competing for my attention:

My chosen priority:

Why now:

What I will give less time to:

Later list:

Reflection notes:

Day 2: Map the day you have

Time: 20 minutes

Action: Sketch a typical workday and a day off. Include work, travel, meals, care, existing commitments and room for ordinary delays. Find two possible gaps for your priority. Choose one realistic gap to test this week and a backup if it disappears. If no gap exists, identify a commitment you could renegotiate or reduce; do not assume you can simply add more.

Minimum version: 5 minutes: list today's fixed commitments and identify one possible ten-minute gap, or name what must change to make room.

Done when: Your note contains a realistic first-choice gap and a backup, or, if no usable gap exists, the constraint and the change needed to make room.

Reflection: Which part of your plan depends on an assumption you should check?

Writing space

Fixed commitments:

Usable gap and location:

Backup gap:

Constraint to check:

Change needed if there is no gap:

Reflection notes:

Day 3: Define a useful result

Time: 15 minutes

Action: Turn your priority into a result you could inspect at the end of thirty days. Prefer something you can produce or practise over an outcome controlled by someone else. For example, choose a completed application draft rather than an acceptance decision. List two or three signs that would show useful progress. Write the first small action you can take with the materials you already have.

Minimum version: 3 minutes: write one visible result and the first action toward it.

Done when: You have a thirty-day result, two or three progress signs and a first action within your control.

Reflection: Is the result small enough for the time you identified yesterday?

Writing space

My thirty-day result:

Progress sign 1:

Progress sign 2:

Optional progress sign 3:

First small action:

Reflection notes:
