

THE WHOLE BOOK - BUILT ONE HABIT AT A TIME

The 90-Day Practice Planner

The exact rhythm a learning and development manager named Priya used: build your own capability, then improve the work, then help others grow.

A successful ninety-day plan doesn't create dependence on one person. It creates capability, one habit at a time.

DAYS 1-30 Build Your Own Foundation

Not mastery. Not perfection. Simply enough consistent practice that using AI becomes natural.

Choose one AI assistant, the way Chapter 7 taught you, and commit to it.

Use it every day for real work: real emails, real reports, not experiments.

Practice asking better questions using RCTF from Chapter 4.

Verify important outputs using the SIFT habits from Chapter 6.

Save every prompt that works particularly well into your own prompt library.

The one AI assistant I am committing to for these thirty days:

The Day 45 Check-In

Priya learned this the hard way. She got excited about redesigning workflows before her own habits were fully established, and had to start over.

Am I actually using my chosen AI tool every day?

If the honest answer is not yet, that is completely fine. Stay in Phase One a little longer.

DAYS 31-60 Improve the Work

Once your own habits feel steady, look for a better way to work, not just a faster one.

Choose one recurring workflow and apply the redesign process from Chapter 9.

Ask where the work actually slows down, not just where AI could be added.

Map the process, find the real bottleneck, let AI handle the repetitive parts.

Invite one or two colleagues to watch how you work, and share honestly.

The one recurring workflow I am redesigning:

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DAYS 61-90 Help Others Grow

Shift your attention from improving your own work to building something that outlives the ninety days.

- Write a short, practical internal guide for how your team can use AI responsibly.
- Start a weekly twenty-minute learning session where anyone can share one discovery.
- Document your redesigned process clearly enough that it no longer depends on you.

The one thing I will build that outlives these ninety days:

Track Your Ninety Days

Checkpoint	What actually happened	Date
End of Days 1-30		
End of Days 31-60		
End of Days 61-90		

A new way of thinking, built one habit at a time.