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PROGRAM

30-Day Transformation Program

Calm, Focus, Habits and Emotional Skill, One Day at a Time

PART OF THE 30-DAY TRANSFORMATION BUNDLE

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Calm, Focus, Habits and Emotional Skill, One Day at a Time

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How to Use This Program

This is the core of the 30-Day Transformation bundle. Its four guides each teach one part of a better-run life: Anti-Stress System (calm), Productivity Hacker (focus), Habit Master (habits) and Emotional Intelligence (emotional skill). Read on their own, they are four good books. This program turns them into thirty days of action, in an order where each week makes the next one easier.

What 30 days can and cannot do

Thirty days is enough to learn the core tools from all four guides, try each one in your real life and build a daily routine around the ones that work for you. Most people who do the daily actions notice changes within the month: calmer evenings, more focused hours, fewer reactions they regret.

Thirty days is not enough to make all of it automatic, and it would be dishonest to promise a "complete life upgrade" in a month. In the best-known study of habit formation, a daily habit took a median of about 66 days to feel automatic, with a wide range from person to person (Habit Master, "How Long It Really Takes"). So this program does two things: it installs the routines in 30 days, and on Day 30 it gives you a plan for days 31 to 90, so the changes you start here are still running in three months.

Four layers, one at a time

Week	Layer	Guide	Useful companion pages
1 (Days 1 to 7)	Calm the system	Anti-Stress System	Anti-Stress System Planner: daily stress log, emergency calm card
2 (Days 8 to 14)	Take back your attention	Productivity Hacker	Productivity Hacker Planner: daily plan, focus session log

Week	Layer	Guide	Useful companion pages
3 (Days 15 to 21)	Make it automatic	Habit Master	Habit Master Tracker: design sheet, 66-day tracker
4 (Days 22 to 28)	Master your emotions	Emotional Intelligence	Emotional Intelligence Workbook: emotion log, trigger profile
Days 29 and 30	Measure and commit	All four	This program

The order is deliberate. **Calm comes first** because a body in alarm mode narrows attention, sleeps badly and reacts fast, which makes every other change harder. **Focus comes second**, once you have some calm to spend. **Habits come third**, to lock in what you started in the first two weeks. **Emotional skill comes last**, building on the self-awareness you have practiced all month. Each week adds a layer; it does not replace the last one. Keep earlier layers running at their minimum versions.

How each day works

- **Lesson** (about three minutes): why today's tool works, in plain language, and where the guide covers it in depth.
- **Action** (10 to 20 minutes, sometimes spread across the day): exactly what to do.
- **Check-in** (two minutes, in the evening): fill in today's column of the week's grid, tick the action and answer one question.

Plan on 20 to 30 minutes a day in total. You do not need the guides open to follow the program, but reading the chapter named in each lesson will deepen it.

Four rules

1. **Do today's action, even if only the smallest version.** Small and done beats ambitious and skipped.
2. **If you miss a day, do the next one.** Do not restart from Day 1, and try not to miss two days in a row.
3. **Stack, do not swap.** New layers sit on top of old ones. On hard days, keep each earlier layer at its minimum.

4. **Judge by the week, not the day.** Bad days happen. The weekly reviews and the Day 29 comparison tell you what is working.

⚠ CAUTION

Look after yourself

This program teaches everyday skills; it is not medical or psychological treatment. If you have panic attacks, worry that feels out of control most days, low mood that lasts for weeks, loud snoring with gasping, insomnia most nights for three months or more, or trouble functioning at work or home, talk to a doctor or a licensed mental health professional (Anti-Stress System, “When Anxiety Needs Professional Help”, explains what good help looks like). If you are in danger or thinking about harming yourself, call your local emergency number; in the US you can call or text 988, and in the UK you can call Samaritans on 116 123. The people in the examples are fictional composites.

Before You Begin: Your Starting Point

You cannot see change without a starting point. Take 30 minutes before Day 1 to fill in these pages honestly. You will complete the second column of each table on Day 29.

Your self-assessment

Circle a score for each statement, from 1 (not true of me) to 5 (very true of me), thinking about the last two weeks.

Calm	Day 0	Day 29
1. I notice stress building before it boils over.	1 2 3 4 5	1 2 3 4 5
2. I have a quick technique that reliably calms my body.	1 2 3 4 5	1 2 3 4 5
3. Worry rarely keeps me awake or distracted for long.	1 2 3 4 5	1 2 3 4 5
4. I get up at about the same time every day.	1 2 3 4 5	1 2 3 4 5
5. I recover from a hard day by the next morning.	1 2 3 4 5	1 2 3 4 5

Focus	Day 0	Day 29
6. I know my top priorities before I open my messages.	1 2 3 4 5	1 2 3 4 5
7. I get an hour of uninterrupted work on most workdays.	1 2 3 4 5	1 2 3 4 5
8. My phone rarely pulls me off what I am doing.	1 2 3 4 5	1 2 3 4 5
9. I start difficult tasks without long delays.	1 2 3 4 5	1 2 3 4 5
10. I finish work at a set time and switch off.	1 2 3 4 5	1 2 3 4 5

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GUIDE

Productivity Hacker

10X Results in the Same Time

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GUIDE

Habit Master

Reprogram Your Life

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Anti-Stress System

Calm in Any Situation

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Emotional Intelligence

Master Yourself and Influence Others

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