

Your 90-Day Record

Seat 4C7A | 14 April 2026 to 13 July 2026 | Sent to you only

Illustrative example. The entries below are fictitious and show the format of the record only. Your own record contains what you wrote, and no one else receives a copy.

90

DAYS COMPLETED

4C7A

YOUR SEAT

0

PEOPLE SENT THIS

Who receives this document

You do. Nobody else. Your employer receives a cohort total showing how many seats were occupied and how many people completed. Your seat number does not appear in it, because your seat number was never linked to your name in the first place. There is no version of this document held anywhere that identifies you.

Phase 1. Mapping, Days 1 to 30

WHAT YOU RECORDED	YOUR ENTRY
The pattern you named on Day 1	Reaching for something to take the edge off before difficult conversations, then avoiding the conversation anyway.
Most frequent trigger	The hour before a meeting where I expect to be challenged.
What it reliably costs you	I go in under-prepared and say less than I know.
Touch Point worksheets completed	5 of 5

Phase 2. Redesign, Days 31 to 60

WHAT YOU RECORDED	YOUR ENTRY
Your if/then construction	IF I notice the pull before a difficult meeting, THEN I write the three points I will make and take them in with me.
Condition you changed	Blocked the 30 minutes before those meetings rather than leaving them open.
What you removed	Stopped taking the 5pm slot for anything contested.
Touch Point worksheets completed	5 of 5

Phase 3. Installation, Days 61 to 90

WHAT YOU RECORDED	YOUR ENTRY
Times the if/then fired	14 recorded instances
Times it held	11 of 14
What you adjusted at Day 75	Shortened the prep to one point rather than three, because three was too much to sustain.
Touch Point worksheets completed	4 of 4

Your three observable differences at Day 90

These are the differences you recorded yourself. They are observable, meaning another person could have noticed them without being told.

NO.	WHAT YOU WROTE
1	I speak first in the Monday operations meeting rather than waiting to be asked.
2	I finish the week without the Friday afternoon slump that used to write off the last two hours.
3	I have had two conversations I had been putting off since February.

Your PRC Index, all four measurement points

MEASURE	DAY 1	DAY 30	DAY 60	DAY 90	CHANGE
Output quality	5	6	7	8	+3
Decision confidence	4	5	7	7	+3
Focus and concentration	5	6	6	7	+2
Presence in meetings	6	6	7	8	+2
Energy management	4	5	6	7	+3
Recovery between demands	4	4	6	6	+2
Perceived operational capacity	5	6	7	7	+2
Your mean	4.7	5.4	6.6	7.1	+2.4

These are your own ratings on a 1 to 10 scale. They are a self-report measure, not a clinical assessment, and they are not a diagnosis of anything.

Your maintenance action

ITEM	WHAT YOU SET
The one thing to keep	The blocked 30 minutes before contested meetings.
How you will know it has slipped	Two consecutive weeks where I take a contested meeting with no prep block in the diary.
What you do if it slips	Return to the Day 45 worksheet and rebuild the if/then around the current trigger.
Review date	13 October 2026, 90 days from completion

Your written answers stayed with you throughout. They were never uploaded, never transmitted and never stored on any PRC system. This record was assembled on your own device from the file you kept. Nobody at your organisation has seen it, and nobody can request it.