PLANNING TEMPLATE

90-day action plan

Pick one goal for the next 90 days, break it into fortnightly milestones and check in every week. Short enough to stay focused, long enough to make real progress.

The one goal for the next 90 days

How we will know we got there

Fortnight	Milestone	Owner	Due	Done
Weeks 1-2				☐
Weeks 3-4				☐
Weeks 5-6				☐
Weeks 7-8				☐
Weeks 9-10				☐
Weeks 11-12				☐

Weekly check-in (15 minutes): what moved, what is stuck, what is next

Week 1

Week 2

Week 3

Week 4

Week 5

Week 6

Week 7

Week 8

Week 9

Week 10

Week 11

Week 12