



The Power of Doing Everything in a 90-Day World.

Planning your business activities in 90-day cycles allows you to focus on short-term, achievable goals while maintaining momentum. This worksheet will help you break down your key objectives into actionable steps and track your progress over the next three months. By focusing on shorter, manageable periods, you can stay agile, quickly respond to challenges, and drive consistent progress.

Step 1: Set Your 90-Day Goals

Start by defining your key objectives for the next 90 days. Make sure they are **SMART** (Specific, Measurable, Achievable, Relevant, Time-bound) goals that will drive your business forward.

1. Define Your Business Goals

Goal	Why Is It Important?	Target Completion Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Break Down Each Goal into Action Steps

For each goal, identify the specific actions you need to take to achieve it. Breaking goals into smaller tasks makes them more manageable and easier to track.

Goal	Action Step	Start Date	Due Date	Assigned To
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Step 2: Prioritise & Focus

With multiple goals and tasks, it's crucial to prioritise. Identify which tasks are most urgent or will have the biggest impact on your business and focus on those first.

1. Assign Priority Levels

Rate each task on a scale of 1-3:

- **1 = High Priority** (Needs immediate attention or has the greatest impact)
- **2 = Medium Priority** (Important but not urgent)
- **3 = Low Priority** (Can be done later or has less impact)



Action Step

Priority Level

_____	_____
_____	_____
_____	_____

2. Focus on High-Impact Activities

Write down the top 3 high-priority tasks to complete in the next 30 days:

- 1.
- 2.
- 3.

Step 3: Create Milestones

To ensure you're on track to complete your 90-day goals, set milestones for each major step along the way. Milestones help you assess progress and make adjustments if necessary.

1. Define Your Milestones

Goal

Milestone

Milestone Completion Date

_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Evaluate Progress

Review your milestones every 30 days to evaluate your progress. Are you on track? Do you need to adjust your plan?

Milestone

Progress Status (On Track/Delayed)

Notes for Adjustment

_____	_____	_____
_____	_____	_____

Step 4: Track & Measure Results

Tracking results is essential to ensure your efforts are paying off. Use this section to monitor the outcomes of your 90-day plan and adjust as needed.

1. Set Performance Metrics

Define how you'll measure success for each goal.

Goal

Performance Metric

Target

_____	_____	_____
_____	_____	_____
_____	_____	_____



2. Track Your Progress

Every week, take 5 minutes to track your progress and see if you are meeting your targets. If not, identify any obstacles that are hindering your progress.

Week	Goal	Metric Performance	Notes/Adjustments
Week 1	_____	_____	_____
Week 2	_____	_____	_____
Week 3	_____	_____	_____
Week 4	_____	_____	_____

Step 5: Review and Adjust

After each 90-day period, it's important to review your progress and reflect on what worked and what didn't. Use the results to adjust your strategy for the next cycle.

1. End-of-Period Review

- **Did you achieve all your goals?**
 - Yes / No (If no, what obstacles did you face?)
- **What worked well?**
 - _____
- **What didn't work, and why?**
 - _____
- **What can you improve for the next 90-day cycle?**
 - _____

2. Plan for the Next 90 Days

Use what you've learned to set new or adjusted goals for the next 90-day cycle.

New Goal	Action Steps	Due Date
_____	_____	_____
_____	_____	_____

Conclusion: Stay Agile and Focused with 90-Day Planning

By breaking your business goals into 90-day cycles, you can stay focused, execute effectively, and adapt quickly to any changes. This structured approach keeps you accountable and ensures consistent progress toward your business objectives.

Book Your Free Consultation

Ready to take your 90-day planning to the next level? Book a **free 30-minute consultation** and receive a **complimentary business health check report**. Together, we'll develop a tailored 90-day action plan to help you stay on track and achieve your business goals.