

90 DAY GOAL PLANNING TEMPLATE

Goals are more easily and regularly achieved by breaking down annual goals into 90 Day Plans and making consistent inroads towards their achievement.

This template provides a proven system towards you reaching your personal or business goals through a weekly task focus.

This establishes a habit of achievement which reinforces your behaviour to a point where goal-setting will be second nature.

Goals should always be:

- S** – Specific
- M** – Measurable
- A** – Achievable
- R** – Realistic
- I** – Time Bound

1. Formulate **ONE YEAR** Goals.
2. Generate a **90 DAY PLAN** for each key business or personal area to achieve those goals e.g. education, systems, marketing etc.
3. Develop a **Detailed Plan** for each area outlining the core tasks and status of each task.
4. Maintain a written **WEEKLY ACTION LIST** and file into a folder for regular review.
5. **Goal/Objective.** Briefly describe each goal/objective and when the goal/objective should be met or accomplished.
6. **Measurement.** How will the goal/objective be evaluated? (Use quantitative measures such as % or dollar increase in revenue or market share and/or use qualitative measures which are descriptive of criteria.)
7. **Priority.** Rank the goal as Essential(High) , Important(Medium), or Desirable(Low) as follows:
Essential – required for job performance
Important – helpful for job performance
Desirable – asset for job performance

1st ANNUAL Goal

Description:

Measurement:

Priority: Essential Important Desirable

2nd ANNUAL Goal

Description:

Measurement:

Priority: Essential Important Desirable

3rd ANNUAL Goal

Description:

Measurement:

Priority: Essential Important Desirable

4th ANNUAL Goal

Description:

Measurement:

Priority: Essential Important Desirable

5th ANNUAL Goal

Description:

Measurement:

Priority: Essential Important Desirable

90 Day Goals

Complete the table below by detailing the respective months and adding goals for each area of focus. "Education", "Systems" and "Marketing" are suggested for most people with a business focus, with marketing also including sales.

	MONTH					
Business Area						
Education						
Systems						
Marketing						

