

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

T - 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 ANNUA	L 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	Cool			
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Description:	. Goai			
	. Goai			
Description:	. Goai			
Description:	Essential	☐ Important	☐ Desirable	
Description: Measurement:		☐ Important	☐ Desirable	
Description: Measurement:		☐ Important	☐ Desirable	

90 DAY PLAN

Outline the 5 core outcomes expected by the end of the period, and then establish the goals required to achieve those outcomes. Always check that they are congruent with your Annual goals.

Breakdown each area into a detailed plan with priorities, dependencies and the status of each task.

Establish a Weekly Plan of tasks to be completed and be accountable for their completion.

Period:- From: To:

Outcomes for Period		
1.		
2.		
3.		
4.		
5.		

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			

Weekly Plan

From the detailed and 90 Day plan, identify which tasks are to be completed within the next week.

Add notes as required for detail, or to record factors that influenced the task's status at the end of the week.

Print out the page and refer to it every day. At the end of the week, file it in a folder so you can review it and realise how much you have achieved over the course if a year,

Weekly Task List Period:- From:	То:	
Task	Status (not started, in progress, complete)	Notes