

90-Day Goal & Action Planner

This planner is a companion to the blog post [Unlock the Power of the 90 Day Business Plan](#).

[Click here to access the post.](#)

SECTION I

Review and reflect on the last 90 days.
(Note: this is a fillable pdf; you can fill it out onscreen and save it.)

1. What goals did you achieve?

2. What activities, projects, products, etc. worked well for your business?

3. What can you improve? What would you do differently?

SECTION II

Review your annual goals & plans.

1. Enter your main goals for the year.

Goal Name	Annual Goal	YTD Actual	Gap to Goal
ex. Email List	5,000	3,421	1,579

2. Where do you want your business to be at the end of this 90-day period?

3. What goal(s) will make the biggest difference in moving your business significantly forward?

SECTION III

What projects or initiatives do you want to focus on during this 90-day period? Limit yourself to 3 business objectives + 1 development objective. This is how you stay focused.

Objective 1:

Objective 2:

Objective 3:

Development Objective:

SECTION IV

Determine 3 to 5 action items for each focused objective from Section III.
Include due dates for each action item.

Objective 1:

Action Items	Due Date

Objective 2:

Action Items	Due Date

Objective 3:

Action Items	Due Date

Development Objective:

Action Items	Due Date