**90-Day Action Plan**

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| **90-Day Action Plan** | | |
| Current Date: Future Date: | | |
| Revenue: | | |
| Profit: | | |
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| **Measurables:** | | |
| **Month** | **90-Day Action Plan** | **Who** |
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***NOTE:***

**Month** = What month in the 90 Day period will time be allocated to complete a project/task/assignment?

**Who** = Who is accountable for the completion of the project/task/assignment?

**Building a 90-Day Action Plan: Process Steps:**

1. **Clarify a goal (S.M.A.R.T. = Specific, Measureable, Attainable, Relevant, Time Bound)**
2. **Clarify your specific measurables.**
3. **Identify the high-level executable actions necessary to achieve your goal; plan out based on most appropriate timing.**
   1. **If you do not know what action(s) to include, consider what resources and/or people you can tap into for clarification, guidance and direction.**
   2. **Expect that as you implement, you will update, modify and adjust your plan accordingly.**
4. **Review Plan: Does it reflect high-level actions/tasks to implement in order to achieve your goal on time? Your plan should reflect what you will be doing in action (on a high level) for each month in the 90 Day period *and* who on your team is accountable for action/task completion.**
   1. **Review, update, modify and adjust 90-Day Plan monthly.**
5. **Follow up with more detailed 30-Day Action Plan, Weekly/Daily Planning and Scheduling.**

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