# PaulHoytLogo 2013-06-26 Final

# Overview

The 90 Day Growth Plan is designed to help companies stay on track and focus. It can be recreated in total every 90 days, but many companies prefer to update it every month.

## Instructions

1. Put the month names in the headings, if you wish.
2. Define your major goals, and what you want to accomplish in pursuit of each of them in the next 90 days. Fill in the tasks associated with each of them.
3. As much as possible, assign due dates and a responsible party for each of the tasks.
4. You can also flag the tasks with asterisks (or some color coding) to indicate their criticality, (such as “\*\*” = must do, “\*” = like to do, “ ” = could do)
5. When the major goals have been defined and tasks clarified, go to the second half of the form and complete other tasks in each one of the Key Performance Areas of business. Again, assign responsible parties and due dates.
6. Review progress at each staff meeting, asking those who are responsible for a task to report on the status. It is helpful again to indicate complete, on track, behind schedule, or critical with color coding.
7. Delete this page when completed.

**We Look Forward to Helping You Grow!**

<Company> 90 Day Growth Plan

Date: \_\_\_\_\_\_\_

**Monthly Goals for Next 90 Days (“\*\*” = must do, “\*” = like to do, “ ” = could do)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Major Goals** | **Month One** | **Month Two** | **Month Three** |
| Goal 1: |  |  |  |
| Goal 2: |  |  |  |
| Goal 3: |  |  |  |
| Goal 4: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Other Goals | **Month One** | **Month Two** | **Month Three** |
| Leadership / Team |  |  |  |
| Marketing |  |  |  |
| Sales / Revenues |  |  |  |
| Financial Management |  |  |  |
| Operations and Administration |  |  |  |
| Product Development |  |  |  |
| Customer Service |  |  |  |
| Other |  |  |  |