



## Creating a 90-Day Sprint

### Step 1: Review your goals + objectives

Review your Success Plan. (If you haven't completed one or want to start again, [click here](#) to download a copy. **To edit the form:** Go to File, then "Download As Microsoft Word" to get your own copy.)

Best practice would be no more than 3-5 high-level goals for a 12-month period, so choose 3-5 between the Professional and Personal goals you added to your Success Plan.

### Step 2: Create a strategic plan

1. Write down/type every step and activity that will go into achieving those 3 goals over the next 12 months.
2. Review your Goals and priorities between now and the end of the year
3. Now you can schedule everything into a simple plan. Using a piece of paper, Word/Excel, Google Docs/Sheets, PowerPoint/Slides, etc., add all of the months in one column.

Then take all of your goal-reaching activities and decide when you will complete them. Be sure to remember times when you will be unavailable to work on your plan (vacation, business travel, etc.). Add them to the document.

### Step 3: Build your 90-day sprint

1. Think about the next quarter and which parts of your 2-3 high-level goals you want to focus on.
2. Pick 1-3 steps to focus on for the next 90 days. 3 is the ideal max.
3. Now break down those 90 days into 30-day stretches to help yourself focus even more and stay on track.
4. If you use a planner or digital calendar, you can start adding activities there. Try color coding to make events stand out.
5. Take a look at the Self Care items you listed on your Success Plan and make sure you incorporate time to include those in your plan!

# 90-Day Sprint: Aug, Sept, Oct

**Goal: 1**

**Goal: 2**

**Goal: 3**

Goals		
1.		
2.		
3.		
Action Steps:	Outcome	Timing: August
1:		
2:		
3:		
Personal Goals:		

Goals		
1.		
2.		
3.		
Action Steps:	Outcome	Timing: September
1.		
2.		
3.		
Personal Goals:		

Goals		
1.		
2.		
3.		
Action Steps:	Outcome	Timing: October
1.		
2.		
3.		
Personal Goals:		

**90-Day Sprint: Nov, Dec, Jan**

- Goal: 1**
- Goal: 2**
- Goal: 3**

Goals		
1.		
2.		
3.		
Action Steps:	Outcome	Timing: November
1.		
2.		
3.		
Personal Goals:		

Goals		
1.		
2.		
3.		
Action Steps:	Outcome	Timing: December
1.		
2.		
3.		
<b>Personal Goals:</b>		

Goals		
1.		
2.		
3.		
Action Steps	Outcome	Timing: January
1.		
2.		
3.		
<b>Personal Goals:</b>		