

# 90-DAY ACTION PLAN



**Step 1.** Look over your notes from today's intensive—including the content, individual activities, and group discussions—and briefly document any insights, breakthroughs, or other important information here.

[Empty light gray rectangular area for Step 1 notes]



**Step 2.** Take some time to connect what you learned today to your life and business. Here are two questions to get you started.

How might the insights or breakthroughs I experienced today help solve a problem, relieve some friction, and/or boost my growth and momentum?

[Empty light gray rectangular area for Step 2 response]

What is at stake if I don't take action and nothing changes?



**Step 3.** Determine the details of your next steps. To get clear on your next steps, consider the items below:

- CALENDAR:** What do I need to schedule?
- DELEGATION:** What can only I do? What do I need to delegate?
- COLLABORATION:** Who on my team should I enlist to help and/or offer input (i.e. an Executive Assistant, Director of HR, mastermind group, etc.)?
- COMMUNICATION:** What do I need to communicate? And to whom do I need to communicate it (my team, the CEO, our clients, my spouse, etc.)?

Over the next 90 days, what action steps will I take to make progress on what I learned?

<input type="radio"/>	1
<input type="radio"/>	2
<input type="radio"/>	3
<input type="radio"/>	4
<input type="radio"/>	5
<input type="radio"/>	6



**Step 4.** Referring to your insights here, schedule your next steps in your planner and communicate with your executive assistant to get everything on your company calendar.