LPD

LEAD IT. PLAN IT. DO IT.

MY 90-DAY ACTION PLAN

Turn your leadership priority into specific, manageable action

1 MY PRIORITY

What am I working to improve, change, create, or strengthen over the next 90 days?

2 MY WHY

Why does this matter?

Think about the impact on you, your team, children, families, finances, or your program.



3 MY 90-DAY OUTCOME

90 days from now, what will be different if this plan is working?

I will know we are making progress when...

4 MY MILESTONES

What needs to happen along the way?



BUILD THE FOUNDATION
By Day 30,
I want to have:

PUT IT INTO PRACTICE
By Day 60,
I want to have:

STRENGTHEN & SUSTAIN
By Day 90,
I want to see:

LEAD IT. What needs my leadership?

PLAN IT. Where are we going?

DO IT. What's the next action?

5 MY ACTION STEPS

Break your plan into specific actions.

ACTION – What specifically needs to happen?	OWNER – Who will do it?	BY WHEN?	DONE
1.			☐
2.			☐
3.			☐
4.			☐
5.			☐

6 WHAT COULD GET IN THE WAY?

What could make this plan difficult to carry out?

- ☐ Time
- ☐ Staffing
- ☐ Money/resources
- ☐ Competing priorities
- ☐ Resistance from others
- ☐ Lack of clarity
- ☐ Lack of skill/training
- ☐ My own follow-through
- ☐ Other: _____



The barrier I most need to prepare for is: _____

7 MY IF/THEN PLAN

Plan for reality, not perfection.

IF _____

_____

THEN I WILL _____

_____

_____



8 MY FIRST 72-HOUR MOVE

Before this becomes another good idea, what is one action you will take?



_____

_____

_____

I will complete this by:

Date: _____ Time: _____

9 WHO WILL KNOW?

Who will I tell about my plan?

Name: _____

How can this person support or encourage me?

_____

_____



10 MY PROGRESS CHECK

I will review this action plan on:

30-DAY CHECK:
Date: _____

60-DAY CHECK:
Date: _____

90-DAY CHECK:
Date: _____

WHAT'S WORKING? _____

WHAT'S STUCK? _____

WHAT NEEDS TO CHANGE? _____

Adjusting the plan isn't failing the plan. *It's leadership.*

