INFIN8 / CLARITY BEFORE GROWTH

90-Day Action Planner

Turn a small number of priorities into owners, milestones and evidence.

01 Choose your priorities

02 Assign owners and milestones

03 Build the weekly rhythm

WHY 90 DAYS

Long enough to move something

A year is too long to stay honest about. A week is too short to matter. Ninety days is long enough to actually shift a priority, and short enough that you'll still remember why you started.

Choose your priorities

List everything competing for attention right now. Then choose no more than three to carry into the next ninety days. If everything is a priority, nothing is.

Circle your top three. Those are the ones that get a page each, next.

PRIORITY 01

Define it, own it, prove it

WHAT EXACTLY IS THE PRIORITY

WHAT IT COSTS THE BUSINESS TO LEAVE THIS UNRESOLVED ANOTHER QUARTER

WHO OWNS IT (ONE NAME, NOT "THE TEAM")

30-DAY MILESTONE	60-DAY MILESTONE	90-DAY MILESTONE

THE EVIDENCE THAT PROVES IT ACTUALLY MOVED (A NUMBER, A DOCUMENT, A RESULT, NOT A FEELING)

REVIEW DATE

NOTES

PRIORITY 02

Define it, own it, prove it

WHAT EXACTLY IS THE PRIORITY

WHAT IT COSTS THE BUSINESS TO LEAVE THIS UNRESOLVED ANOTHER QUARTER

WHO OWNS IT (ONE NAME, NOT "THE TEAM")

30-DAY MILESTONE	60-DAY MILESTONE	90-DAY MILESTONE

THE EVIDENCE THAT PROVES IT ACTUALLY MOVED (A NUMBER, A DOCUMENT, A RESULT, NOT A FEELING)

REVIEW DATE

NOTES

PRIORITY 03

Define it, own it, prove it

WHAT EXACTLY IS THE PRIORITY

WHAT IT COSTS THE BUSINESS TO LEAVE THIS UNRESOLVED ANOTHER QUARTER

WHO OWNS IT (ONE NAME, NOT "THE TEAM")

30-DAY MILESTONE	60-DAY MILESTONE	90-DAY MILESTONE

THE EVIDENCE THAT PROVES IT ACTUALLY MOVED (A NUMBER, A DOCUMENT, A RESULT, NOT A FEELING)

REVIEW DATE

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THE WEEKLY RHYTHM

A plan only works if something checks it

This isn't a big meeting. It's a habit, and it only needs to hold three shapes.

Once a week, ten minutes

Look at each priority and ask one question: did this move, or didn't it? You're not solving anything in this ten minutes, just checking.

Once a month, thirty minutes

Check the milestone against what's actually happened, not what was planned. A milestone that's slipping is useful information now, not in week twelve.

At day 90, look at the evidence

Look at the proof you set out to collect. If it's there, the quarter worked. If it isn't, that's the finding, not a failure, and it tells you exactly where the next ninety days needs to start.

WHAT CHANGES IN 90 DAYS

A list small enough to actually hold

Three priorities, three owners, nine milestones. That's small enough to keep in your head day to day, and specific enough that in ninety days you'll know exactly whether it worked.

IF IT'S HARD TO TELL WHICH THREE PRIORITIES ACTUALLY MATTER

Start the complimentary INFIN8 Baseline Assessment. It gives you a clearer, evidence-based read on where to focus before you commit the next ninety days to it.

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