



T. Harlan Eke's

90-DAY PLAN

BONUS

The 90-Day Plan is a tool to help you select the goals you want to accomplish in your professional life within the next 90 days. You're not alone if you're busy with work but still aren't achieving the results you hoped for.

The answer is simple: set the right goals and avoid choosing the wrong ones. The tool below will help you do both: set goals and pick the right ones so that you'll make MAJOR strides in your professional life every 90 days – good or good?

Part 1 - The List

The first step in creating your 90-Day Plan is deciding exactly what you want to accomplish in the next 90 days. In the space provided below, create a list of everything that comes to mind that you'd like to achieve in the next 90 days.

Examples:

- Hire a marketing director
- Have our best month in terms of revenue
- Launch our new product
- Implement a fully systemized project management system

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Part 2 - The Board of Advisors

Suppose your business, or soon-to-be business had a board of advisors. In 90 days from now, you are going to have to report to these people. They only want to hear about the MOST important business items that you accomplished.

So looking back at the list you created in part one, select between three to five of the most important items you'd want to tell the board you "accomplished". Remember you want to impress your board of advisors, so don't pick anything that isn't going to 'WOW' them.

1.

2.

3.

4.

5.

Part 3 - Make Your Goals SMART

Now that you know three to five of the most important goals you want to accomplish over the next 90 days, you'll want to convert those goals into a 'SMART' format (i.e., Specific, Measurable, Attainable, Realistic and Timely) goals.

Most of the time, when we create goals they are often vague, not measurable, and have no timeline to them. If you want to accomplish the MOST important stuff in your business, or soon-to-be business, making SMART goals will help make sure of this!

Examples:

- Hire a marketing director by June 30, 2019
- Have our best month ever in terms of revenue by May 30, 2019
- Launch our brand new product on June 5, 2019
- Implement a project management system by July 10, 2019

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1.

2.

3.

4.

5.

Part 4 - Milestones

Onto the most important part of this whole process... milestones! To make sure you actually ACCOMPLISH your goals, it's important to set milestones for yourself so you stay ON TRACK. Ever get to a deadline date, when things needed to be done, only to find that you haven't even started yet? This exercise will help you avoid that.

Goal with milestones example: Hire a marketing director by June 30, 2019.

A. Make a list of what needs to get done.

- Define the job and responsibilities
- Research salary and average pay
- Create a job description with an application process
- Create a test for people who pass the initial application process
- Draft an email and social media post asking for referrals, and send to people
- Post the job on LinkedIn, Indeed and ZipRecruiter
- Review applications and resumes; select the top 10 candidates
- Send application test to top 10 candidates
- Interview the top three candidates
- Hire a marketing director!

B. Set specific milestone dates to accomplish your key tasks.

By April 5, I will...

- Define the job and responsibilities

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- Research salary and average pay

By April 19, I will...

- Create a job description with an application process
- Create a test for people who pass the initial application process

By May 1, I will...

- Draft an email and social media post asking for referrals, and send to people
- Post the job on LinkedIn, Indeed and ZipRecruiter

By May 24, I will...

- Review applications and resumes; select the top 10 candidates
- Send application test to top 10 candidates

By June 14, I will...

- Interview the top three candidates

By June 30, I will...

- Hire a marketing director!

The above example shows you that by setting milestones, you'll know exactly WHAT you need to do and by WHEN. Implement this tool into your life and discover how powerful it is when it comes to accomplishing your goals every 90 days! Enjoy. :-)

Now, it's your turn...

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Goal 1:

A. Make a list of what needs to get done:

B. Set specific milestone dates to accomplish your key tasks:

Goal 2:

A. Make a list of what needs to get done:

B. Set specific milestone dates to accomplish your key tasks:

Goal 3:

A. Make a list of what needs to get done:

B. Set specific milestone dates to accomplish your key tasks:

Goal 4:

A. Make a list of what needs to get done:

B. Set specific milestone dates to accomplish your key tasks:

Goal 5:

A. Make a list of what needs to get done:

B. Set specific milestone dates to accomplish your key tasks:

Part 5 - Accountability

The final step is to get someone to hold you accountable. This could be your business partner, team member or anyone who will light a fire under your butt. If you're serious about achieving your 90-day goals, then this step is essential! It'll take some courage to ensure your tasks get done, but will make you 10X more likely to succeed over the next 90 days!

PRO TIP: Remember, every master was once a disaster. You don't need to be perfect. Just take one step at a time and continue moving forward. Make your plan and follow through. If you do, you'll discover yourself accomplishing more and more IMPORTANT stuff every 90 days!

Name of Accountability Partner:

Accountability Partner Signature:

Congratulations on completing your 90-Day Plan! This simple, but profound exercise has the power to drastically change your life for the better.

Committing to and sticking with this plan will help you accomplish bigger goals than you ever imagined. You'll soon be making MASSIVE strides in your professional life every 90 days. Good or good?!

Don't forget to schedule your weekly milestones into your calendar before the beginning of each week and reach out to your accountability partner so you never fall off track. Good luck!