

90-Day Action Plan

Setting and Achieving Goals

Our brains are hard-wired to focus on getting what we want and doing whatever it takes to make it happen. Yet many times we find ourselves at an impasse. We have great goals, but we don't know how to move forward. We need a plan and accountability to help us get there.

In my 20-plus years as a leader and now also as an executive coach, I've learned the value of creating a detailed action plan to ensure I know how to move forward and stay focused. The key is to write it down. I never have a shortage of ideas. As long as I keep them swirling around in my head, however, they remain jumbled and I'm less likely to take action.

The brain's short-term memory is designed to hold no more than 5-7 thoughts at any given time. Writing things down helps you capture the breadth of your thinking and, more importantly, organize your ideas to make them actionable and help you stay on track.

But what should you write down? I've created a detailed 90-day action plan template for my clients called the Velocity Leadership 90-day Roadmap™. Here are a few thought-starter questions and ideas from that template to jump-start your own 90-day action plan.



Worksheet: 90-Day Roadmap

1 What are my dreams?

What comes to mind when you think about how you want your life to be different going forward? What are your next and ultimate destinations as a leader? Consider new skills you want to develop, big goals you want to accomplish, a problem you want to resolve, a habit you want to change, a project you want to kick off or complete.

2 What do I most want to accomplish in the short term?

Pick one thing to focus on that you can accomplish in the next 90 days.



Worksheet: 90-Day Roadmap (continued)

3 What fears are holding me back from going for it?

Fears can prevent us from realizing our full potential. Write down anything you're worrying about. By naming these fears, you can begin to dampen your emotions and overcome negative thoughts that don't serve you well.

4 What steps do I need to take to accomplish the goal?

List everything you need to do. Consider a few of these action words to jumpstart your thinking: research, establish, determine, start, evaluate, contact, try, identify, define, clarify, decide. Remember, you don't have to have the perfect plan to get started. Sometimes your plan unfolds after you take the first step. This is the value of having a journey mindset!



Worksheet: 90-Day Roadmap (continued)

5 What needs to get done by when?

In the next 30 days

In the next 60 days



Worksheet: 90-Day Roadmap (continued)

In the next 90 days

6 How will I reward myself when I achieve my goal?

Think of ways to pat yourself on the back as you reach milestones along the way and when you reach your goal. When we reward ourselves, we flood our brain with positive chemicals, such as dopamine. This encourages us to repeat the behavior that leads to success.



I'm Elise Mitchell, a three-time CEO, leadership strategist, executive coach, business consultant, author, wife and mom. My passion is helping high-performing leaders achieve more.

Over the past 15 years, I've coached, consulted and trained leaders from a wide variety of industries ranging from non-profits to Fortune 500 companies. My goal is to inspire and equip you to lead at your best.



What would you like to change?

Every leader has gaps holding them back. I work with clients to help them strengthen their leadership, resolve pressing business problems, and get the results they want.

This is achieved through three core services:



Leadership Development

Customized programs that equip you and your team to manage complexity, think more strategically and mobilize others



Business Advisory Services

Guidance and tools to help you address challenging business issues, from driving change to planning an exit strategy



Executive Coaching

Inspiring, results-oriented coaching using neuroscience and business insights to help you achieve your most important goals