



## 90 Day Outcomes, Monthly and Weekly Targets

This is a worksheet designed to help you plan, breaking goals or outcomes into manageable chunks, so you know what to do by when.

### 90 Day Outcomes

Consider the major outcomes that, when achieved, will get you closer to your yearly and life goals. These goals or outcomes should be SMART:

#### SMART goals are:

- **Specific** – who, what, where, when, why.
- **Measureable** – the goal needs to be trackable, how will you know you've achieved it? – X revenue, X amount of weight, X times etc
- **Attainable** – Goals should be set with high intentions and they should be a stretch, but there needs to be a sense that you will be able to attain this within the next 90 days. An attainable goal is one that is realistic and attainable in the time period defined. Is it attainable?
- **Realistic** – A goal might be something you believe you can attain, but is it realistic given the context of your life? Check in and ensure the goal is realistic. If it is not, break the goal down into a smaller chunk.
- **Time** – The goal must have a defined time to it. When is it due by?

AREA (Business, health, education etc)	NO.	OUTCOME	IMPORTANCE How does this connect with your long term goals? Why is it important? This should be motivating and will be the statement that keeps you on track when priorities challenge you!
	1.		
	2.		
	3.		
	4.		

## Monthly Outcomes:

**My major outcomes for this month are:** Consider the areas related to business / career, health, wellness & self care, finances and education. Try to focus only on three or four outcomes or goals and they must link to achieving your 90 day outcomes

AREA (Business, health, education etc)	NO.	OUTCOME	IMPORTANCE How does this connect with your long term goals? Why is it important?
	1.		
	2.		
	3.		
	4.		

## Weekly Outcomes:

### Outcome 1

<b>Monthly Outcome:</b> (take one option from above)			
<b>Weekly Outcome:</b>			
<b>This week's plan</b> (This should be a list of the top 5 tasks to be done across the week to achieve your weekly outcome for this monthly goal)	<b>Time needed</b>	<b>Day</b> (Mon / Tue / Wed etc)	✓

### Outcome 2

<b>Monthly Outcome:</b> (take one option from above)			
<b>Weekly Outcome:</b>			
<b>This week's plan</b> (This should be a list of the top 5 tasks to be done across the week to achieve your weekly outcome for this monthly goal)	<b>Time needed</b>	<b>Day</b> (Mon / Tue / Wed etc)	✓

### Outcome 3

<b>Monthly Outcome:</b> (take one option from above)			
<b>Weekly Outcome:</b>			
<b>This week's plan</b> (This should be a list of the top 5 tasks to be done across the week to achieve your weekly outcome for this monthly goal)	<b>Time needed</b>	<b>Day</b> (Mon / Tue / Wed etc)	✓

### Outcome 4

<b>Monthly Outcome:</b> (take one option from above)			
<b>Weekly Outcome:</b>			
<b>This week's plan</b> (This should be a list of the top 5 tasks to be done across the week to achieve your weekly outcome for this monthly goal)	<b>Time needed</b>	<b>Day</b> (Mon / Tue / Wed etc)	✓

## End of Week Reflections:

**What went well?**

**What didn't go well?**

**What did I learn?**

**What needs to change for next week?**

**Now, adjust your plan, and get set for the next week, seeing what activity needs to be undertaken to get to your monthly tasks.  
We'd love to here how you go so please click the email button below to get in touch with us.**