**30-60-90 Day Goal-Setting Worksheet**

**Whether you are starting work, starting a new role, or needing a re-set, a 30-60-90 day mindset is a great way to plan forward with intention. Spend some time reflecting on where you are now and where you want to be over the next few months.**

**First, identify three-month** [**goals**](https://www.psychologytoday.com/us/basics/motivation)**.** Ask yourself: What do I need to achieve or accomplish at the end of 90 days? What will be my measures of success? What do I already know, or what do I need to find out, to move forward? Use a SMART goal model to write effective goal statements: Goals should be Specific, Measurable, Achievable, Realistic, and Time-bound. You might have one goal statement for the end of 30 days, one for the end of 60 days, and one for the end of 90 days, or three for the entire 90-day period.

**Goal Statement One:**

**Goal Statement Two:**

**Goal Statement Three:**

**Second, create an action plan.** What needs to happen in month one, month two, and month three to accomplish those goals? Be as specific as possible. This is your to-do list to set yourself up for success.

**Goal Statement One:**

**Action Items:**

**Goal Statement Two:**

**Action Items:**

**Goal Statement Three:**

**Action Items:**

**Third, identify individuals who can give you feedback** on your progress at the 30, 60, and 90-day marks. Create ongoing feedback loops to gather the data you need to improve, adjust, and achieve your goals. In the space below, write down their names and the dates by when you will reach out for a feedback conversation.