

# **GID Academy**

## **90 Day Planning Morning**

- 1) What's your LEAP?
- 2) Review of your last 90 Days
- 3) Your 90 Day Goal(s)
- 4) Your Action Plan

# Switch OFF .... Phone, Email, Facebook

Dedicated notebook or word doc

Sharpened your pencils

Highlighters at the ready

# Part 1: What's your LEAP going to be this term?



# Part 2: Your Last 90 Days

Keep Doing – Start Doing – Stop Doing

- Marketing stats
- Diary & appointments
- Campaigns & promotions
- Specific events
- Social media activity

What was your biggest lesson?



## Part 3: Your Next 90 Days

Where are you going to focus? **Doing + Being**

What campaigns or promotions or events you want to run?

What project needs your attention?

Who do you need to become?

Remember: **Less is More**

*If the goal feels too big, where would you be at 90 days?*

Remember: **Check for “should-be” stuff!**



# Part 3: Action Plan

## Step 1

Brain dump everything you think you need to be doing

Remember any doing stuff for your being stuff

This is a NOT new idea exercise!



## Step 2 - Delegation

Pick a highlighter and highlight the tasks that could be delegated right now

And another highlighter to highlight the task that could be delegated in the future (need to hire)



### **Step 3 - Regular, consistent actions**

Pick a third highlighter and highlight the tasks that needs to be done daily, weekly or fortnightly

When/how often do they need doing?





## Step 4

Pick a fourth colour highlighter and highlight the tasks that either

- Will waste your time (Should Do?)
- Don't align to your 90 Day Goal or where you are LEAPING



# Step 4: Action Plan

- 1. Chunk down into monthly focus
  - Sept, Oct, Nov & Dec
  - Working backwards from your 90 Day Goal is often easier
- 2. Chunk next month down into a 4 week plan
  - Week ending 23rd Sept, 30th Sept, 7th Oct, 14th Oct  
*which takes us nicely to our next Mastermind Day together :)*
- 3. Chunk this week into daily plan
  - Mon, Tues, Wed, Thurs, Fri
  - (Do each consecutive week as each week arrives)
- 4. What weekly or daily tasks are recurring?
  - Schedule them into your diary
- 5. What actions need taking for delegating?
  - Who, when, what and timelines

