**Planning Guide**

**Annual Goals (Broad)**

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| --- | --- | --- |
| **Category** | **Goals** | **Metric for Success** |
| Sales |  |  |
| Marketing |  |  |
| Staffing |  |  |
| Challenges |  |  |
| Efficiency Improvements |  |  |
| Products |  |  |
| Management |  |  |
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**90 Day Plan Quarter 1**

|  |  |
| --- | --- |
| Quarterly Goals: | |
| Jan: | Wk1: |
| Wk2: |
| Wk3: |
| Wk4: |
| Feb: | Wk1: |
| Wk2: |
| Wk3: |
| Wk4: |
| Mar: | Wk1: |
| Wk2: |
| Wk3: |
| Wk4: |

**90 Day Plan Quarter 2**

|  |  |
| --- | --- |
| Quarterly Goals: | |
| Apr: | Wk1: |
| Wk2: |
| Wk3: |
| Wk4: |
| May: | Wk1: |
| Wk2: |
| Wk3: |
| Wk4: |
| Jun: | Wk1: |
| Wk2: |
| Wk3: |
| Wk4: |

**90 Day Plan Quarter 3**

|  |  |
| --- | --- |
| Quarterly Goals: | |
| Jul: | Wk1: |
| Wk2: |
| Wk3: |
| Wk4: |
| Aug: | Wk1: |
| Wk2: |
| Wk3: |
| Wk4: |
| Sep: | Wk1: |
| Wk2: |
| Wk3: |
| Wk4: |

**90 Day Plan Quarter 4**

|  |  |
| --- | --- |
| Quarterly Goals: | |
| Oct: | Wk1: |
| Wk2: |
| Wk3: |
| Wk4: |
| Nov: | Wk1: |
| Wk2: |
| Wk3: |
| Wk4: |
| Dec: | Wk1: |
| Wk2: |
| Wk3: |
| Wk4: |