EQUILIBRIA STRATEGIES

TOOLS FOR YOUR WORK

90-Day Action Planner

Choose no more than three priorities. Name a first step, an owner, and a practical way to see progress.

Organization / team

Date

1. Define the work for the next 90 days.

Priority / desired result	Owner	First step	By when?	Progress measure

2. What will we stop, postpone, or simplify to make room?

3. When will we review progress, and whose experience will we include?