

30-60-90 DAY ACTION PLAN TEMPLATE

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PLAN TITLE

PREPARED BY

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PURPOSE

DATE

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FIRST 30 DAYS

START DATE		END DATE	
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MAIN GOALS

DELIVERABLES

DAY 1 – 30 PLAN

TASK	DESCRIPTION	ASSIGNED TO	DUE DATE
Milestone - Goal 1			
Milestone – Goal 2			
Milestone – Goal 3			

DAYS 30 – 60

START DATE		END DATE	
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MAIN GOALS

DELIVERABLES

DAY 30 – 60 PLAN

TASK	DESCRIPTION	ASSIGNED TO	DUE DATE
Milestone - Goal 1			
Milestone – Goal 2			
Milestone – Goal 3			

DAYS 60 – 90

START DATE		END DATE	
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MAIN GOALS

DELIVERABLES

DAY 60 – 90 PLAN

TASK	DESCRIPTION	ASSIGNED TO	DUE DATE
Milestone - Goal 1			
Milestone – Goal 2			
Milestone – Goal 3			

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