The Quarterly Priority Planner

Turn a business concern into a 90-day outcome with an owner, a measure, and a first action.

Priority and why it matters

Name the issue that repeatedly stalls progress. Describe where it shows up and what it costs in time, service quality, or missed opportunities.

90-day outcome and deadline

Write an observable outcome and a date. Describe what will be different for the business or the people doing the work.

Baseline, target, and check-in rhythm

Record where the measure stands today and where you want it by the deadline. Choose a check-in rhythm that leaves time to adjust.

Accountable owner and support needed

Name one person accountable for the outcome. Identify what they need from you and the other people helping them.

First action and evidence of completion

Choose an action you can finish in seven days. Put it on the calendar and define the evidence you will review.