

Executive 90-Day Plan Template

This expanded template helps new leaders outline priorities, relationships, and goals in their first 90 days.

Who are my top 5–10 stakeholders and how will I build strong relationships with them?	
What key meetings should I schedule in the first 2 weeks?	
What early wins can I deliver in the first 30 days to build credibility?	
What systems, processes, or teams require immediate attention?	
What feedback mechanisms will I put in place to learn quickly?	
How will I define success at 30, 60, and 90 days?	
How will I communicate expectations and vision to my team?	

What potential obstacles might I face and how will I address them?	
What support or resources do I need from leadership to succeed?	
How will I track progress and measure results over the 90 days?	