
OLUWAKEMI OHI-OJEBUOVBOH

90-DAY

CAREER PLANNING

TEMPLATES



Turn career intentions into focused goals,
weekly action and visible progress.

A COMPLETE 13-WEEK EXECUTION SYSTEM

Three 30-day phases, weekly plans and progress reviews designed
to keep your goals realistic, measurable and connected to career value.

PLAN. ACT. REVIEW. ADJUST. PROVE.

WELCOME

This Is Where Your Career Plan Becomes Real

The assessment shows your starting point. The main guide explains the strategy. The workbook turns learning into practice. The reflection journal helps you understand yourself. These templates organise the next 90 days so you know what to do, when to do it and what evidence to keep.

THE PLANNING RULE

Choose less. Finish more. A 90-day plan is not a place to store every ambition. It is a short execution window for the few outcomes that matter most.

By day 90, you should have:

- one clearly defined career outcome
- no more than three supporting goals
- a weekly action rhythm
- evidence of skills practised and value created
- a record of decisions, obstacles and adjustments
- a clear next move based on real progress—not guesswork

HOW TO USE IT

The 90-Day Structure

PHASE	DAYS	PRIMARY JOB	WHAT YOU SHOULD SEE
1 • Foundation	1-30	Choose, learn and set up.	Clear goal, baseline and first practice proof.
2 • Application	31-60	Use, repeat and improve.	Better skill, stronger process and feedback.
3 • Visibility	61-90	Complete, document and communicate.	Evidence, value story and informed next move.

WHY 13 WEEKLY CYCLES?

Twelve full weeks cover days 1-84. Week 13 is a six-day finish covering days 85-90. This keeps the plan genuinely 90 days.

Your simple rhythm

- ☐ Plan the phase.
- ☐ Plan the week.
- ☐ Do the three most important actions.
- ☐ Save evidence.
- ☐ Review the week.
- ☐ Adjust the next plan.

IF YOU MISS A WEEK

Do not double the next week. Review what still matters, remove what does not and restart with three realistic actions.

SET THE DIRECTION

Build Your 90-Day Target

One clear destination. Three supporting goals. Visible evidence.

PURPOSE

Turn insights from the other bundle resources into a narrow plan you can realistically complete alongside normal life and work.

Plan clearly. Act consistently. Adjust intelligently.

SET THE DIRECTION

My Starting Point

Plan starts: _____ Day 90: _____

AREA	WHERE I AM NOW (1-10)	EVIDENCE / NOTE
Role clarity		
AI confidence		
Priority skill		
Human strengths		
Workplace visibility		
Career direction		
Consistency		

The most important gap I need to close is...

The strongest asset I can build on is...

SET THE DIRECTION

My Day-90 Outcome

OUTCOME, NOT ACTIVITY

“Complete an AI course” is an activity. “Use the skill to create a safe reporting workflow and produce three verified samples” is an outcome.

By day 90, I will have...

This matters because...

I will know I succeeded when the following evidence exists...

FINISH THE SENTENCE

By day 90, I will [completed result], proven by [specific evidence], so that [career value or opportunity].

SET THE DIRECTION

My Three-Goal Limit

GOAL	WHAT WILL BE DIFFERENT?	SUCCESS EVIDENCE	DEADLINE
1 • Skill			
2 • Application			
3 • Visibility			

What I am deliberately NOT pursuing during these 90 days...

THE LIMIT PROTECTS THE PLAN

New ideas may be valuable and still belong in a later season. Put them on the “Not Now” list instead of allowing them to replace this plan.

SET THE DIRECTION

Goal 1: Skill

The skill I will build or strengthen is...

The real task or opportunity it supports is...

How I will learn it...

How I will practise it...

The proof I will produce by day 90...

SET THE DIRECTION

Goal 2: Application

The task, process or work result I will improve is...

The current result or baseline is...

The improvement I am aiming for is...

How I will measure the difference...

The proof I will produce by day 90...

SET THE DIRECTION

Goal 3: Visibility

The contribution or capability I need the right people to understand is...

The people who should know are...

The evidence I can share safely is...

The conversation, update or profile change I will make is...

The proof I will produce by day 90...

SET THE DIRECTION

My 90-Day Milestone Map

CHECKPOINT	GOAL 1 • SKILL	GOAL 2 • APPLICATION	GOAL 3 • VISIBILITY
Day 1			
Day 15			
Day 30			
Day 45			
Day 60			
Day 75			
Day 90			

The checkpoint most likely to reveal a problem early is...

SET THE DIRECTION

My Success Measures

MEASURE	BASELINE	DAY-30 TARGET	DAY-60 TARGET	DAY-90 TARGET
Time / speed				
Quality / accuracy				
Skill confidence (1-10)				
Practice repetitions				
Evidence items				
Visibility actions				

MEASURE HONESTLY

Use numbers only when you can verify them. Useful evidence may also be a completed work sample, approved feedback, a repeatable workflow or a clear before-and-after description.

SET THE DIRECTION

My Capacity Check

COMMITMENT	HOURS PER WEEK	FIXED OR FLEXIBLE?
Normal work		
Family / care		
Health / rest		
Learning		
Practice project		
Other		

The realistic number of hours I can protect for this plan each week is...

The time block I will protect is...

If life becomes unusually demanding, my minimum plan is...

SET THE DIRECTION

My Obstacle Response Plan

LIKELY OBSTACLE	EARLY WARNING SIGN	MY RESPONSE	WHO / WHAT CAN HELP?
No time			
Low confidence			
Too many tools / ideas			
No feedback			
Work emergency			
My own obstacle: ____			

PLAN THE RESPONSE NOW

An obstacle is easier to manage when you have already decided what you will do when it appears.

PHASE 1

Days 1-30 • Foundation

Choose. Learn. Set up.

PURPOSE

Create clarity, establish a baseline, choose the right skill and complete your first safe practice evidence.

Plan clearly. Act consistently. Adjust intelligently.

PHASE 1 • DAYS 1-30

Foundation: 30-Day Plan

Start date: _____ End date: _____

The most important outcome for this phase is...

MILESTONE	ACTION	DEADLINE	PROOF
1			
2			
3			
4			

Habits that support this phase

HABIT	FREQUENCY	WHEN / WHERE

The main risk to this phase—and my response—is...

PHASE 1 • DAYS 1-30

Foundation: Phase Review

MILESTONE	DONE?	EVIDENCE	NEXT DECISION
1	☐		
2	☐		
3	☐		
4	☐		

What moved forward?

What slowed or distracted me?

What should I continue, change or stop?

Progress score: ____ / 10 Confidence score: ____ / 10

PHASE 2

Days 31-60 • Application

Use. Repeat. Improve.

PURPOSE

Apply the skill to realistic tasks, request useful feedback, correct weak points and make the process repeatable.

Plan clearly. Act consistently. Adjust intelligently.

PHASE 2 • DAYS 31-60

Application: 30-Day Plan

Start date: _____ End date: _____

The most important outcome for this phase is...

MILESTONE	ACTION	DEADLINE	PROOF
1			
2			
3			
4			

Habits that support this phase

HABIT	FREQUENCY	WHEN / WHERE

The main risk to this phase—and my response—is...

PHASE 2 • DAYS 31-60

Application: Phase Review

MILESTONE	DONE?	EVIDENCE	NEXT DECISION
1	☐		
2	☐		
3	☐		
4	☐		

What moved forward?

What slowed or distracted me?

What should I continue, change or stop?

Progress score: ____ / 10 Confidence score: ____ / 10

PHASE 3

Days 61-90 • Visibility

Complete. Document. Communicate.

PURPOSE

Finish the proof, explain the value clearly and make an informed career decision based on what the 90 days revealed.

Plan clearly. Act consistently. Adjust intelligently.

PHASE 3 • DAYS 61-90

Visibility: 30-Day Plan

Start date: _____ End date: _____

The most important outcome for this phase is...

MILESTONE	ACTION	DEADLINE	PROOF
1			
2			
3			
4			

Habits that support this phase

HABIT	FREQUENCY	WHEN / WHERE

The main risk to this phase—and my response—is...

PHASE 3 • DAYS 61-90

Visibility: Phase Review

MILESTONE	DONE?	EVIDENCE	NEXT DECISION
1	☐		
2	☐		
3	☐		
4	☐		

What moved forward?

What slowed or distracted me?

What should I continue, change or stop?

Progress score: ____ / 10 **Confidence score:** ____ / 10

WEEKLY SYSTEM

Thirteen Weekly Action-and-Review Cycles

Three priorities. One proof. One intelligent adjustment.

PURPOSE

Use each planning page before the week begins and each review page before moving into the next cycle.

Plan clearly. Act consistently. Adjust intelligently.

WEEKLY ACTION PLAN • WEEK 1

Week 1: Set the Baseline

Days 1-7

Week begins: _____ Week ends: _____

If only one result moves forward this week, it will be...

PRIORITY ACTION	DAY / TIME	DONE	PROOF
1		☐	
2		☐	
3		☐	

Appointments, learning sessions or important conversations

WHEN	WHAT	PREPARATION

- ☐ I protected time for the three priority actions.
- ☐ I know what evidence I will save.
- ☐ I left room for normal work and unexpected demands.

The distraction I will say “not now” to is...

WEEKLY PROGRESS REVIEW • WEEK 1

Week 1: Review

Days 1-7

PRIORITY	RESULT	PROOF SAVED?	STATUS
1		☐	
2		☐	
3		☐	

The most useful thing I completed or learned was...

The obstacle I met—and how I responded—was...

One adjustment for next week is...

Weekly progress: ____ / 10 Energy: ____ / 10 Focus: ____ / 10

CARRY FORWARD

Move unfinished work only if it still supports the 90-day outcome. Do not keep a task simply because it was once written down.

WEEKLY ACTION PLAN • WEEK 2

Week 2: Learn the Core Skill

Days 8-14

Week begins: _____ Week ends: _____

If only one result moves forward this week, it will be...

PRIORITY ACTION	DAY / TIME	DONE	PROOF
1		☐	
2		☐	
3		☐	

Appointments, learning sessions or important conversations

WHEN	WHAT	PREPARATION

- ☐ I protected time for the three priority actions.
- ☐ I know what evidence I will save.
- ☐ I left room for normal work and unexpected demands.

The distraction I will say “not now” to is...

WEEKLY PROGRESS REVIEW • WEEK 2

Week 2: Review

Days 8-14

PRIORITY	RESULT	PROOF SAVED?	STATUS
1		☐	
2		☐	
3		☐	

The most useful thing I completed or learned was...

The obstacle I met—and how I responded—was...

One adjustment for next week is...

Weekly progress: ____ / 10 Energy: ____ / 10 Focus: ____ / 10

CARRY FORWARD

Move unfinished work only if it still supports the 90-day outcome. Do not keep a task simply because it was once written down.

WEEKLY ACTION PLAN • WEEK 3

Week 3: Complete the First Practice

Days 15-21

Week begins: _____ Week ends: _____

If only one result moves forward this week, it will be...

PRIORITY ACTION	DAY / TIME	DONE	PROOF
1		☐	
2		☐	
3		☐	

Appointments, learning sessions or important conversations

WHEN	WHAT	PREPARATION

- ☐ I protected time for the three priority actions.
- ☐ I know what evidence I will save.
- ☐ I left room for normal work and unexpected demands.

The distraction I will say “not now” to is...

WEEKLY PROGRESS REVIEW • WEEK 3

Week 3: Review

Days 15-21

PRIORITY	RESULT	PROOF SAVED?	STATUS
1		☐	
2		☐	
3		☐	

The most useful thing I completed or learned was...

The obstacle I met—and how I responded—was...

One adjustment for next week is...

Weekly progress: ____ / 10 **Energy:** ____ / 10 **Focus:** ____ / 10

CARRY FORWARD

Move unfinished work only if it still supports the 90-day outcome. Do not keep a task simply because it was once written down.

WEEKLY ACTION PLAN • WEEK 4

Week 4: Improve the Method

Days 22-28

Week begins: _____ Week ends: _____

If only one result moves forward this week, it will be...

PRIORITY ACTION	DAY / TIME	DONE	PROOF
1		☐	
2		☐	
3		☐	

Appointments, learning sessions or important conversations

WHEN	WHAT	PREPARATION

- ☐ I protected time for the three priority actions.
- ☐ I know what evidence I will save.
- ☐ I left room for normal work and unexpected demands.

The distraction I will say “not now” to is...

WEEKLY PROGRESS REVIEW • WEEK 4

Week 4: Review

Days 22-28

PRIORITY	RESULT	PROOF SAVED?	STATUS
1		☐	
2		☐	
3		☐	

The most useful thing I completed or learned was...

The obstacle I met—and how I responded—was...

One adjustment for next week is...

Weekly progress: ____ / 10 **Energy:** ____ / 10 **Focus:** ____ / 10

CARRY FORWARD

Move unfinished work only if it still supports the 90-day outcome. Do not keep a task simply because it was once written down.

WEEKLY ACTION PLAN • WEEK 5

Week 5: Apply to Realistic Work

Days 29-35

Week begins: _____ Week ends: _____

If only one result moves forward this week, it will be...

PRIORITY ACTION	DAY / TIME	DONE	PROOF
1		☐	
2		☐	
3		☐	

Appointments, learning sessions or important conversations

WHEN	WHAT	PREPARATION

- ☐ I protected time for the three priority actions.
- ☐ I know what evidence I will save.
- ☐ I left room for normal work and unexpected demands.

The distraction I will say “not now” to is...

WEEKLY PROGRESS REVIEW • WEEK 5

Week 5: Review

Days 29-35

PRIORITY	RESULT	PROOF SAVED?	STATUS
1		☐	
2		☐	
3		☐	

The most useful thing I completed or learned was...

The obstacle I met—and how I responded—was...

One adjustment for next week is...

Weekly progress: ____ / 10 Energy: ____ / 10 Focus: ____ / 10

CARRY FORWARD

Move unfinished work only if it still supports the 90-day outcome. Do not keep a task simply because it was once written down.

WEEKLY ACTION PLAN • WEEK 6

Week 6: Repeat and Measure

Days 36-42

Week begins: _____ Week ends: _____

If only one result moves forward this week, it will be...

PRIORITY ACTION	DAY / TIME	DONE	PROOF
1		☐	
2		☐	
3		☐	

Appointments, learning sessions or important conversations

WHEN	WHAT	PREPARATION

- ☐ I protected time for the three priority actions.
- ☐ I know what evidence I will save.
- ☐ I left room for normal work and unexpected demands.

The distraction I will say “not now” to is...

WEEKLY PROGRESS REVIEW • WEEK 6

Week 6: Review

Days 36-42

PRIORITY	RESULT	PROOF SAVED?	STATUS
1		☐	
2		☐	
3		☐	

The most useful thing I completed or learned was...

The obstacle I met—and how I responded—was...

One adjustment for next week is...

Weekly progress: ____ / 10 **Energy:** ____ / 10 **Focus:** ____ / 10

CARRY FORWARD

Move unfinished work only if it still supports the 90-day outcome. Do not keep a task simply because it was once written down.

WEEKLY ACTION PLAN • WEEK 7

Week 7: Ask for Feedback

Days 43-49

Week begins: _____ Week ends: _____

If only one result moves forward this week, it will be...

PRIORITY ACTION	DAY / TIME	DONE	PROOF
1		☐	
2		☐	
3		☐	

Appointments, learning sessions or important conversations

WHEN	WHAT	PREPARATION

- ☐ I protected time for the three priority actions.
- ☐ I know what evidence I will save.
- ☐ I left room for normal work and unexpected demands.

The distraction I will say “not now” to is...

WEEKLY PROGRESS REVIEW • WEEK 7

Week 7: Review

Days 43-49

PRIORITY	RESULT	PROOF SAVED?	STATUS
1		☐	
2		☐	
3		☐	

The most useful thing I completed or learned was...

The obstacle I met—and how I responded—was...

One adjustment for next week is...

Weekly progress: ____ / 10 **Energy:** ____ / 10 **Focus:** ____ / 10

CARRY FORWARD

Move unfinished work only if it still supports the 90-day outcome. Do not keep a task simply because it was once written down.

WEEKLY ACTION PLAN • WEEK 8

Week 8: Correct the Weak Points

Days 50-56

Week begins: _____ Week ends: _____

If only one result moves forward this week, it will be...

PRIORITY ACTION	DAY / TIME	DONE	PROOF
1		☐	
2		☐	
3		☐	

Appointments, learning sessions or important conversations

WHEN	WHAT	PREPARATION

- ☐ I protected time for the three priority actions.
- ☐ I know what evidence I will save.
- ☐ I left room for normal work and unexpected demands.

The distraction I will say “not now” to is...

WEEKLY PROGRESS REVIEW • WEEK 8

Week 8: Review

Days 50-56

PRIORITY	RESULT	PROOF SAVED?	STATUS
1		☐	
2		☐	
3		☐	

The most useful thing I completed or learned was...

The obstacle I met—and how I responded—was...

One adjustment for next week is...

Weekly progress: ____ / 10 **Energy:** ____ / 10 **Focus:** ____ / 10

CARRY FORWARD

Move unfinished work only if it still supports the 90-day outcome. Do not keep a task simply because it was once written down.

WEEKLY ACTION PLAN • WEEK 9

Week 9: Make It Repeatable

Days 57-63

Week begins: _____ Week ends: _____

If only one result moves forward this week, it will be...

PRIORITY ACTION	DAY / TIME	DONE	PROOF
1		☐	
2		☐	
3		☐	

Appointments, learning sessions or important conversations

WHEN	WHAT	PREPARATION

- ☐ I protected time for the three priority actions.
- ☐ I know what evidence I will save.
- ☐ I left room for normal work and unexpected demands.

The distraction I will say “not now” to is...

WEEKLY PROGRESS REVIEW • WEEK 9

Week 9: Review

Days 57-63

PRIORITY	RESULT	PROOF SAVED?	STATUS
1		☐	
2		☐	
3		☐	

The most useful thing I completed or learned was...

The obstacle I met—and how I responded—was...

One adjustment for next week is...

Weekly progress: ____ / 10 **Energy:** ____ / 10 **Focus:** ____ / 10

CARRY FORWARD

Move unfinished work only if it still supports the 90-day outcome. Do not keep a task simply because it was once written down.

WEEKLY ACTION PLAN • WEEK 10

Week 10: Build the Evidence

Days 64-70

Week begins: _____ Week ends: _____

If only one result moves forward this week, it will be...

PRIORITY ACTION	DAY / TIME	DONE	PROOF
1		☐	
2		☐	
3		☐	

Appointments, learning sessions or important conversations

WHEN	WHAT	PREPARATION

- ☐ I protected time for the three priority actions.
- ☐ I know what evidence I will save.
- ☐ I left room for normal work and unexpected demands.

The distraction I will say “not now” to is...

WEEKLY PROGRESS REVIEW • WEEK 10

Week 10: Review

Days 64-70

PRIORITY	RESULT	PROOF SAVED?	STATUS
1		☐	
2		☐	
3		☐	

The most useful thing I completed or learned was...

The obstacle I met—and how I responded—was...

One adjustment for next week is...

Weekly progress: ____ / 10 Energy: ____ / 10 Focus: ____ / 10

CARRY FORWARD

Move unfinished work only if it still supports the 90-day outcome. Do not keep a task simply because it was once written down.

WEEKLY ACTION PLAN • WEEK 11

Week 11: Explain the Value

Days 71-77

Week begins: _____ Week ends: _____

If only one result moves forward this week, it will be...

PRIORITY ACTION	DAY / TIME	DONE	PROOF
1		☐	
2		☐	
3		☐	

Appointments, learning sessions or important conversations

WHEN	WHAT	PREPARATION

- ☐ I protected time for the three priority actions.
- ☐ I know what evidence I will save.
- ☐ I left room for normal work and unexpected demands.

The distraction I will say “not now” to is...

WEEKLY PROGRESS REVIEW • WEEK 11

Week 11: Review

Days 71-77

PRIORITY	RESULT	PROOF SAVED?	STATUS
1		☐	
2		☐	
3		☐	

The most useful thing I completed or learned was...

The obstacle I met—and how I responded—was...

One adjustment for next week is...

Weekly progress: ____ / 10 Energy: ____ / 10 Focus: ____ / 10

CARRY FORWARD

Move unfinished work only if it still supports the 90-day outcome. Do not keep a task simply because it was once written down.

WEEKLY ACTION PLAN • WEEK 12

Week 12: Complete the Final Proof

Days 78-84

Week begins: _____ Week ends: _____

If only one result moves forward this week, it will be...

PRIORITY ACTION	DAY / TIME	DONE	PROOF
1		☐	
2		☐	
3		☐	

Appointments, learning sessions or important conversations

WHEN	WHAT	PREPARATION

- ☐ I protected time for the three priority actions.
- ☐ I know what evidence I will save.
- ☐ I left room for normal work and unexpected demands.

The distraction I will say “not now” to is...

WEEKLY PROGRESS REVIEW • WEEK 12

Week 12: Review

Days 78-84

PRIORITY	RESULT	PROOF SAVED?	STATUS
1		☐	
2		☐	
3		☐	

The most useful thing I completed or learned was...

The obstacle I met—and how I responded—was...

One adjustment for next week is...

Weekly progress: ____ / 10 **Energy:** ____ / 10 **Focus:** ____ / 10

CARRY FORWARD

Move unfinished work only if it still supports the 90-day outcome. Do not keep a task simply because it was once written down.

WEEKLY ACTION PLAN • WEEK 13

Week 13: Six-Day Finish

Days 85-90

Week begins: _____ Week ends: _____

If only one result moves forward this week, it will be...

PRIORITY ACTION	DAY / TIME	DONE	PROOF
1		☐	
2		☐	
3		☐	

Appointments, learning sessions or important conversations

WHEN	WHAT	PREPARATION

- ☐ I protected time for the three priority actions.
- ☐ I know what evidence I will save.
- ☐ I left room for normal work and unexpected demands.

The distraction I will say “not now” to is...

WEEKLY PROGRESS REVIEW • WEEK 13

Week 13: Review

Days 85-90

PRIORITY	RESULT	PROOF SAVED?	STATUS
1		☐	
2		☐	
3		☐	

The most useful thing I completed or learned was...

The obstacle I met—and how I responded—was...

One adjustment for next week is...

Weekly progress: ____ / 10 **Energy:** ____ / 10 **Focus:** ____ / 10

CARRY FORWARD

Move unfinished work only if it still supports the 90-day outcome. Do not keep a task simply because it was once written down.

SUPPORTING TEMPLATES

Track What Makes Progress Visible

Learning, evidence, relationships and decisions.

PURPOSE

Use these pages throughout the 90 days. They turn scattered effort into a clear record you can review, explain and build on.

Plan clearly. Act consistently. Adjust intelligently.

SUPPORTING TEMPLATE

My Learning Calendar

DATE	TOPIC / RESOURCE	PURPOSE	TIME PLANNED	COMPLETED
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐

KEEP IT FOCUSED

Every learning activity should support one of the three goals. If you cannot name the goal, it may be interesting but not necessary now.

SUPPORTING TEMPLATE

Skill Practice Log

DATE	WHAT I PRACTISED	TIME	RESULT	NEXT IMPROVEMENT

The pattern I notice across practice sessions is...

SUPPORTING TEMPLATE

Career Evidence Log

DATE	EVIDENCE ITEM	WHAT IT PROVES	SAFE LOCATION	PERMISSION CHECK
				☐
				☐
				☐
				☐
				☐
				☐
				☐

PROTECT CONFIDENTIAL WORK

Keep only evidence you are allowed to retain. Use approved data, blank templates, anonymised examples or your own description of the work and result.

SUPPORTING TEMPLATE

Feedback Tracker

DATE	PERSON / SOURCE	WHAT I ASKED	KEY FEEDBACK	WHAT I CHANGED

The feedback theme I should take seriously is...

SUPPORTING TEMPLATE

Relationship and Follow-Up Tracker

PERSON	WHY THE CONNECTION MATTERS	NEXT ACTION	DATE	DONE
				☐
				☐
				☐
				☐
				☐
				☐

RELATIONSHIP PRINCIPLE

Do not contact people only when you need something. Be useful, respectful, specific and willing to maintain the connection over time.

SUPPORTING TEMPLATE

Application and Opportunity Tracker

DATE	OPPORTUNITY	WHY IT FITS	NEXT STEP	STATUS

The strongest fit pattern I notice is...

SUPPORTING TEMPLATE

My “Not Now” List

IDEA / OPPORTUNITY	WHY IT IS NOT FOR THIS 90-DAY PLAN	REVIEW DATE

A PROTECTED PLAN IS A STRONGER PLAN

“Not now” does not mean “never.” It means this idea will not steal attention from the outcome you already chose.

SUPPORTING TEMPLATE

Decision Log

DATE	DECISION	REASON	WHAT I WILL WATCH	REVIEW DATE

A decision I may need to revisit is...

SUPPORTING TEMPLATE

My 90-Day Progress Dashboard

MEASURE	BASELINE	DAY 30	DAY 60	DAY 90
Goal 1 progress (%)				
Goal 2 progress (%)				
Goal 3 progress (%)				
Practice repetitions				
Evidence items saved				
Feedback actions				
Visibility actions				
Confidence (1-10)				

The measure that tells the most honest story is...

DAY 90

Complete the Cycle

Review. Recognise. Decide.

PURPOSE

Close the plan properly. Progress becomes more useful when you record what changed, what remains and what the evidence suggests you should do next.

Plan clearly. Act consistently. Adjust intelligently.

DAY-90 REVIEW

Goal Completion Scorecard

GOAL	TARGET	ACTUAL RESULT	EVIDENCE	STATUS
1 • Skill				
2 • Application				
3 • Visibility				

Overall completion: _____ % Day-90 confidence: _____ / 10

The result I am most proud of is...

The result that needs another cycle is...

DAY-90 REVIEW

Before and After

AREA	DAY 1	DAY 90	EVIDENCE OF CHANGE
Role clarity			
AI confidence			
Priority skill			
Human strengths			
Workplace visibility			
Career direction			
Consistency			

The change that surprised me most is...

DAY-90 REVIEW

My Value Story

The problem, need or goal was...

The action I personally took was...

The measurable or observable result was...

The skill, judgement or strength I demonstrated was...

The next opportunity this prepares me for is...

DAY-90 REVIEW

My Next Career Decision

OPTION	EVIDENCE FOR IT	RISK / UNKNOWN	NEXT INFORMATION NEEDED
Continue the same goal			
Choose a new skill			
Seek more responsibility			
Apply for opportunities			
Change direction			

The next decision that feels best supported by evidence is...

DAY-90 REVIEW

The Next 90 Days

What should I continue?

What should I stop?

What should I start?

The single outcome for my next 90-day cycle could be...

DO NOT RUSH THE NEXT PLAN

Celebrate and rest before beginning another cycle. A new plan built from exhaustion is rarely a wise plan.

QUICK REFERENCE

The One-Page 90-Day Planning Checklist

- ☐ I chose one clear day-90 outcome.
- ☐ I limited the plan to three supporting goals.
- ☐ I wrote truthful success evidence for each goal.
- ☐ I checked my real weekly capacity.
- ☐ I divided the plan into Foundation, Application and Visibility.
- ☐ I know the milestones for days 30, 60 and 90.
- ☐ I plan no more than three priority actions per week.
- ☐ I save evidence as I work.
- ☐ I review and adjust every week.
- ☐ I move unfinished work only when it still matters.
- ☐ I protect confidential information.
- ☐ I complete a day-90 review before starting another cycle.

THE 90-DAY ADVANTAGE

You are not trying to predict your whole career. You are creating enough focused evidence to make your next decision with greater confidence.

FINAL PAGE

Ninety Days Can Change Your Direction

Not because every day will be perfect.

Direction changes when you keep choosing useful actions, learn from the results and refuse to let one difficult week become the end of the plan. At day 90, the most important achievement is not simply a completed checklist. It is stronger evidence of what you can do, how you create value and what you are ready to pursue next.

YOUR FIRST COMMITMENT

Before closing this file, enter your start date and day-90 date, then schedule the first three actions in a real calendar.

My plan starts: _____

My day 90 is: _____

My first three actions are...

Choose less. Finish more. Keep the proof.

Oluwakemi Ohi-Ojebuovboh