

**Name:** [YOUR NAME]

**Address:** [YOUR ADDRESS]

1. **Purpose of the Plan**

The purpose and objectives of this plan are as follows:

1. To create a comprehensive plan that includes the daily routine and tasks for the next 90 days
2. To track the progress of pending tasks
3. To track daily productivity
4. To prevent missed deadlines and work appointments
5. [SPECIFY OTHER PURPOSE/OBJECTIVES]
6. **Planner**

|  |  |  |  |
| --- | --- | --- | --- |
| **DAY** | **MONTH (YEAR)** | **TASKS AND DELIVERABLES** | **STATUS** |
| 1 |  |  | ☐ In progress  ☐ Completed  ☐ Cancelled  Other: |
| 2 |  |  | ☐ In progress  ☐ Completed  ☐ Cancelled  Other: |
| 3 |  |  | ☐ In progress  ☐ Completed  ☐ Cancelled  Other: |
| 4 |  |  | ☐ In progress  ☐ Completed  ☐ Cancelled  Other: |
| 5 |  |  | ☐ In progress  ☐ Completed  ☐ Cancelled  Other: |
| - |  |  | ☐ In progress  ☐ Completed  ☐ Cancelled  Other: |
| - |  |  | ☐ In progress  ☐ Completed  ☐ Cancelled  Other: |
| - |  |  | ☐ In progress  ☐ Completed  ☐ Cancelled  Other: |
| 90 |  |  | ☐ In progress  ☐ Completed  ☐ Cancelled  Other: |

1. **Evaluation and Recommendations**

After the plan’s implementation or completion, the efficacy of the plan must be duly assessed. This is done in order to know if the plan is effective, otherwise, it will be modified or other actions may be taken.

[SPECIFY EVALUATION PROCEDURES]



**To Use This Documents**

The text inside the brackets which is highlighted is meant to be edited with your text. This is the way you can edit the document as given below:

**To Edit Text:**

1. Point the mouse where you want to edit and delete the sample text and then you can add your text.
2. You can change the size, font & color of the text in the Main Tab: Home



**To Edit Table:**

1. Point the mouse in the table where you want to edit and delete the sample text and then you can add your text.
2. You can adjust the row & column size of the table in the Main Tab: Layout



**To Edit Chart:**

1. Select the chart which is going to edit and then
2. In Main tab: Design -> Edit Data
3. It will open the excel sheet where you can edit the values of the chart

