

100 Day Action Plan



Planning plays an important role in your productivity and effectiveness. Use this template to help you organize your calendar for the next 100 days so you can build habits around how you can be more focused and effective. This template is especially helpful if you feel overwhelmed by projects at work and want to get organized so you can balance your priorities effectiveness.

① My top three priorities for the next 100 days are:

1. _____
2. _____
3. _____

② In addition to focusing on these priorities, the following activities are ongoing and important for me to incorporate into my routine:

	ACTIVITIES
WEEK 1	
Day 1	
Day 2	
Day 3	
Day 4	
Day 5	
Day 6	
Day 7	

	ACTIVITIES
WEEK 2	
Day 8	
Day 9	
Day 10...	

EXERCISE EXAMPLE

① My top three priorities for the next 100 days are:

1. *Completing Company X's Project*
2. *Preparing for a half marathon*
3. *Organizing a fundraising event*

② In addition to focusing on these priorities, the following activities are ongoing and important for me to incorporate into my routine:

Responding to coworkers, leading my team, running my household, asst. coaching daughter's basketball team, life administration"

	ACTIVITIES
WEEK 1	
Day 1	- <i>Meet with Company X to define project scope</i> - <i>Run 2 miles</i>
Day 2	- <i>Meet with fundraising committee</i>
Day 3	- <i>Assign roles for fundraising</i>
Day 4	- <i>Run 3 miles</i>
Day 5	- <i>Host team building event at work</i> - <i>Run 4 miles</i>

	ACTIVITIES
Day 6	- Coach Lily's game
Day 7	- Run 4 miles
WEEK 2	
Day 8	- Provide Company X project update - Run 2 miles
Day 9	- Reach out to local businesses to advertise and/or support fundraising event
Day 10...	- Run 3 miles