



30-60-90 DAY PLAN FOR MANAGERS EXAMPLE

Goals/Actions	Key Metrics	30 Days	60 Days	90 Days
Team assessment	Employee satisfaction survey results	Conduct individual meetings with each team member to assess dynamics and performance	Identify top 3 areas for improvement and create development plans for team members	Implement initiatives to improve satisfaction, targeting a 10% increase in survey scores
Goal setting	Goal achievement rate	Meet with each team member to understand their personal and professional goals	Align individual goals with broader organizational objectives, setting SMART goals for each team member	Track progress on goals and adjust strategies to ensure at least 70% of goals are on track for completion
Communication plan	Employee feedback and clarity of messages	Establish regular team meetings and one-on-ones, and create a communication schedule	Ensure consistent messaging by reviewing team feedback and adjusting communication as needed	Implement feedback mechanisms to enhance clarity and increase communication satisfaction scores by 15%
Performance evaluation	Performance improvement plan effectiveness	Review recent performance data and identify at least 3 key skills gaps within the team	Provide targeted feedback and initiate coaching sessions for improvement in identified areas	Measure performance improvement with a goal of 20% enhancement in key performance areas
Process improvement	Efficiency improvement percentage	Conduct a process audit to identify inefficiencies in current workflows	Develop and roll out a process improvement plan targeting at least 2 major inefficiencies	Measure and monitor process efficiency, aiming for a 15% improvement in overall workflow efficiency
Team development	Employee development plan completion rate	Assess the development needs of each team member and create individual development plans	Implement at least 2 training and development initiatives tailored to team needs	Evaluate employee growth, aiming for at least 50% completion of development plans and tangible skill improvements
Relationship building	Stakeholder satisfaction and feedback	Identify key internal and external stakeholders and their expectations	Build and strengthen relationships through regular check-ins and updates	Achieve a 20% improvement in stakeholder satisfaction and engagement based on feedback
Problem solving	Time to resolution for key issues	Identify the top 3 challenges or problem areas affecting the team	Develop and implement targeted solutions for each identified problem	Monitor and refine problem-solving approaches, aiming for a 30% reduction in time to resolution