30-60-90-Day Plan Template

**Employee: [Employee Name]**

Manager: [Manager Name]

Job title: [executive job description]

Employment date: [date]

**#1: Days 0 - 30**

Focus points: Your focus points for the first 30 days

Tasks:

* Task #1
* Task #2
* Task #3

Objectives:

* Objective #1
* Objective #2

Metrics:

* Measurement #1
* Measurement #2

**#2: Days 31 - 60**

Focus points: Your focus points for the next 30 days

Tasks:

* Task #1
* Task #2
* Task #3

Objectives:

* Objective #1
* Objective #2

Metrics:

* Measurement #1
* Measurement #2

**#3: Days 61 - 90**

Focus points: Your focus points for the last 30 days

Tasks:

* Task #1
* Task #2
* Task #3

Objectives:

* Objective #1
* Objective #2

Metrics:

* Measurement #1
* Measurement #2