Note: This document is “view only”. Please create a copy of this document and save it to your drive.

**Template: 90-Day Action Plan- Systems Vault**

Also Known As:

* Getting Down To Business Action Plan - for existing clients
* Breakthrough Strat Call Action Plan - for a dating project/new client

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**This plan has been created for:**

**Client Name**

**Website**

**Date**

**OBSERVATIONS** list your observations from the call to frame your proposed action plan ([see example here](https://docs.google.com/document/d/1-_aNXWCCya47PB_7dHVz_xBPyr6SV9kuA6oPevAQQzA/edit?usp=sharing))

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**GOALS** list your goals for the next three months to frame your proposed action plan ([see example here](https://docs.google.com/document/d/1-_aNXWCCya47PB_7dHVz_xBPyr6SV9kuA6oPevAQQzA/edit?usp=sharing))

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**MONTH-MONTH** based on your observations and goals, provide a plan for the next three months ([see example here](https://docs.google.com/document/d/1-_aNXWCCya47PB_7dHVz_xBPyr6SV9kuA6oPevAQQzA/edit?usp=sharing))

| Month | Plan of Action | Responsibility |
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Resources discussed in our meeting: list any resources discussed in the meeting ([see example here](https://docs.google.com/document/d/1-_aNXWCCya47PB_7dHVz_xBPyr6SV9kuA6oPevAQQzA/edit?usp=sharing))