[***\*\*\*To get your own editable copy of this template, click here.\*\*\****](https://docs.google.com/document/d/1Q3UBJRhkDnyRLavlSTNiUjxejUu5QQr5m8hUDb58jDk/copy)

30/60/90 Day Goal-Setting Template

# How to use this resource

Use this resource to set short-term goals and identify essential activities for the first three months. If you’re a manager, you can use this to set and align around expectations with your new hire (or newly promoted staff person).

### Here are three ways you can use this:

1. You fill out this template and then discuss it with your new hire during onboarding, making any revisions that make sense as you gain their perspective.
2. You leave this blank or only partially fill it out, and then fill it out together during onboarding.
3. You ask the staff member to do the first draft and then you edit it together during onboarding (only recommended for staff who have previous experience at the organization, such as those who have been promoted from within or previously held a different role).

### Here’s how to get started:

* Review the job description, [role expectations sheet](https://www.managementcenter.org/resources/role-expectations/), and team or organizational goals.
* Ask yourself:
  + What will success look like after X days?
  + Within X timeframe…
    - What do they need to learn and at what level of proficiency?
    - Who should they start to build relationships with (and how will you know strong relationships when you see them)?
    - What should you/they do or own?

***Tip:*** *Feeling overwhelmed or strapped for time? Start with 90-day goals!*

| **30-Day Goals — To be completed by XX/XX/XX** | | |
| --- | --- | --- |
| **Goal** | **Tactics / Other notes** | **Status** |
| *Get familiar enough with all newsletter publication logistics— platforms, processes, and checklists—that you are prepared to own newsletter publication in month two.* | *Attend training with Mari; make time to shadow/observe them preparing for the next newsletter.* | *In progress* |
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| **60-Day Goals — To be completed by XX/XX/XX** | | |
| --- | --- | --- |
| **Goal** | **Tactics / Other notes** | **Status** |
| *Draft communications strategy by XX in order to engage and showcase more of our BIPOC community members.* | *Conduct learning/listening sessions with audience members. Make sure to review last year’s plan <link>.* | *Not started yet* |
|  |  |  |
|  |  |  |

| **90-Day Goals — To be completed by XX/XX/XX** | | |
| --- | --- | --- |
| **Goal** | **Tactics / Other notes** | **Status** |
| *Finalize and begin driving communications strategy by selecting two ideas to test. At least one idea should improve accessibility for and the experience of our most marginalized users.* | *Send out survey to staff to get input on ideas.* | *Not started yet* |
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