Quarterly Planning Worksheet

THE 90-DAY PLANNING GUIDE (FOR REAL LIFE)

From *The Productive Woman* podcast
theproductivewoman.com

How to Use This Worksheet

This worksheet is designed as a companion to episode 512 of The Productive Woman podcast. Find it at TheProductiveWoman.com/512.

~ Laura

Step 1: Reflect on the Last 90 Days

Before planning forward, pause and look back.

What worked well in the last quarter?

What felt draining or misaligned?

What did I avoid--and why?

What mattered most?

Step 2: Identify This Season

What season of life am I in right now?

□ High capacity

□ Moderate capacity

□ Limited capacity

□ Transition

□ Recover

□ Growth

□ Other: _____

What kind of quarter do I realistically need?

Step 3: Choose 1-3 Meaningful Priorities

Remember: fewer is better.

Priority 1:

Priority 2 (optional):

Priority 3 (optional):

For each priority, briefly note:
Why does this matter?

Step 4: Break It Into Gentle Milestones

Instead of "finish everything," think in stages.

For Priority 1:

Month 1 focus:

Month 2 focus:

Month 3 focus:

Repeat as needed for other priorities:

Step 5: Protect Margin

Where will I intentionally leave space?

□ One unscheduled evening per week

□ A buffer day per month

□ Reduced commitments

□ Protected rest time

What support do I need this quarter?

Final Check

If this quarter ended and I completed only these priorities, would it feel meaningful?

□ Yes

□ Mostly

□ I need to simplify

🌿 A Gentle Reminder

You don't need a perfect plan.

You need a plan that fits your real life.

Ninety days is enough time to move something meaningfully forward.