

30/60/90 Goal Template



Starting a new role is an exciting time filled with possibilities. However, it can also be challenging and overwhelming when you're not sure how to get started. 30/60/90 day plans are a great way for new staffers to productively use their time to learn about their new position with an association.

When writing goals, use [SMART goals](#) to guarantee success. SMART is an acronym that stands for Specific, Measurable, Achievable, Relevant and Time-based. Each part works together to create a goal that is carefully planned, clear and trackable.



Learning goals

These goals are to help you improve your professional skills, competence, and knowledge about your association. For example, one learning goal could be to understand your association's vision and mission. The first 30 days at your organization should be dedicated to learning about the association and your specific role. Your 60-day goals should focus on contributing to the association's mission, and your 90-day goals should apply what you have learned to become a vital member of your association's team.

Learning actions

This is HOW you will meet your goal. You will create a list of action items that will drive results in your role. Remember: your goals should be measurable and achievable. For example, if one of your 30-day goals is to learn about your specific role, then your action could be to create and develop a list of projects you are a part of and define your role within each project.

30 Days



Learning goals



Learning actions

Goal 1

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Action 1

A large, empty, light-orange rectangular box for writing Action 1. A faint clapperboard icon is visible in the top right corner.

Goal 2

A large, empty, light-orange rectangular box for writing Goal 2. A faint target icon is visible in the top right corner.

Action 2

A large, empty, light-orange rectangular box for writing Action 2. A faint clapperboard icon is visible in the top right corner.

Goal 3

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Action 3

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60 Days

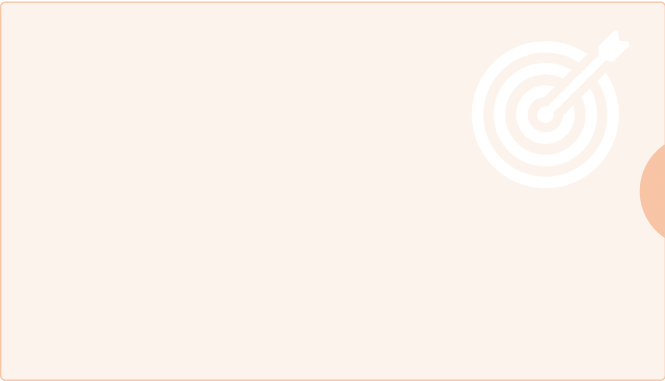
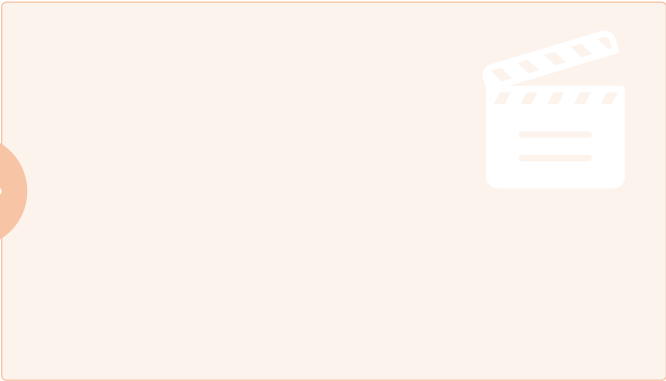


Learning goals

Learning actions

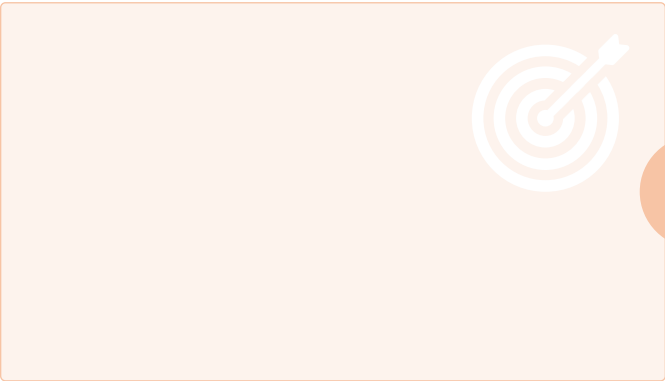
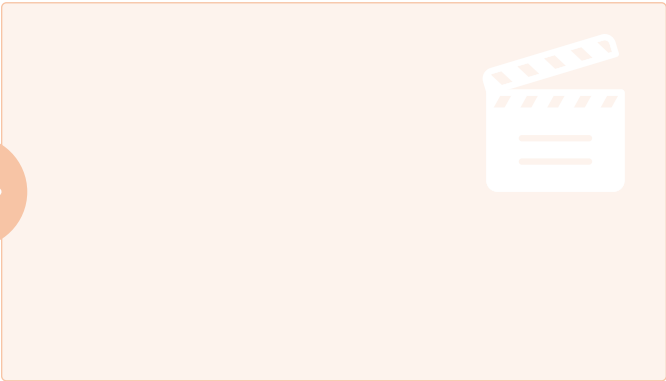
Goal 1

Action 1

A large, empty rectangular box with a light orange background and a thin orange border. A white target icon with an arrow is positioned in the top right corner.A large, empty rectangular box with a light orange background and a thin orange border. A white clapperboard icon is positioned in the top right corner.

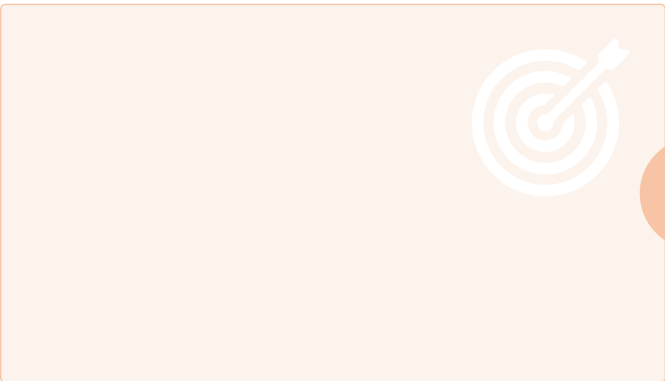
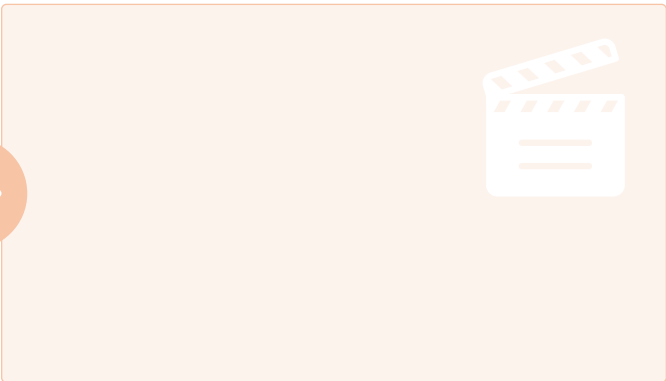
Goal 2

Action 2

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Goal 3

Action 3

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90 Days

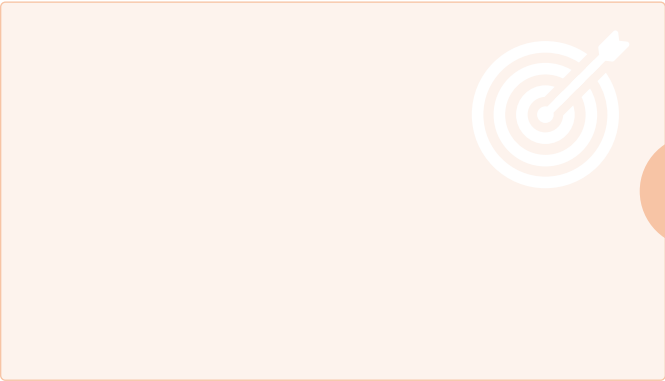
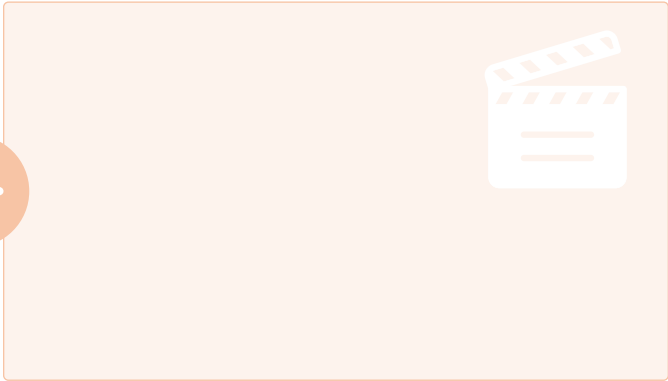


Learning goals

Learning actions

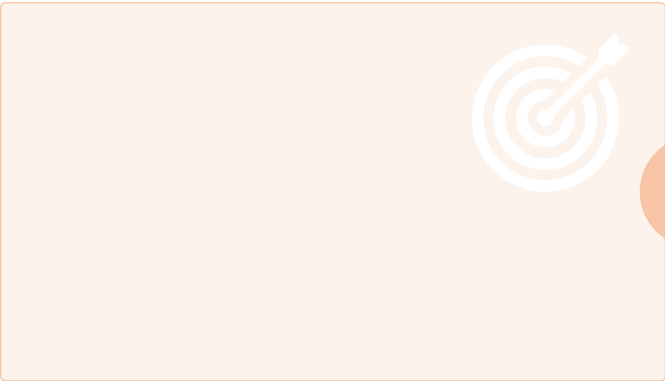
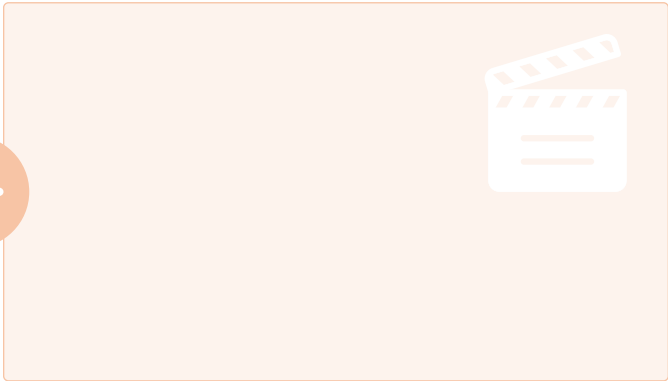
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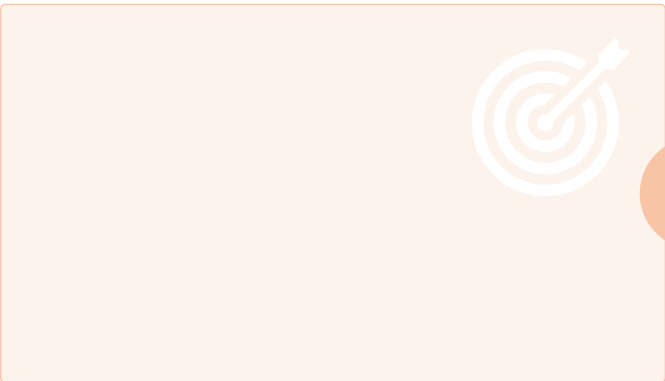
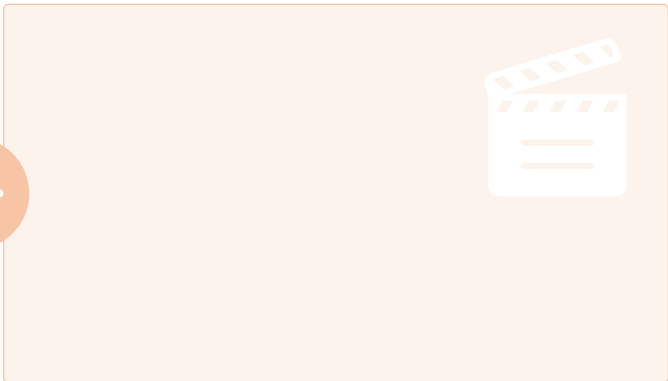
Goal 2

Action 2

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What are your personal goals in your new role?

Do you want to connect with a coworker in another department? Do you want to start a professional development course towards a certification? Following is a place to write down your own personal goals and create a plan on how you will achieve them. Remember, your actions should be measurable and achievable.

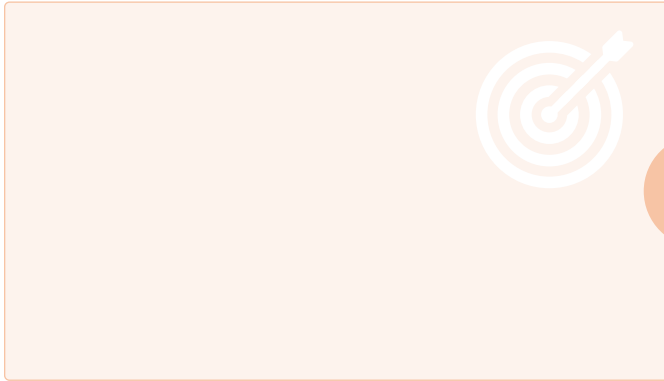
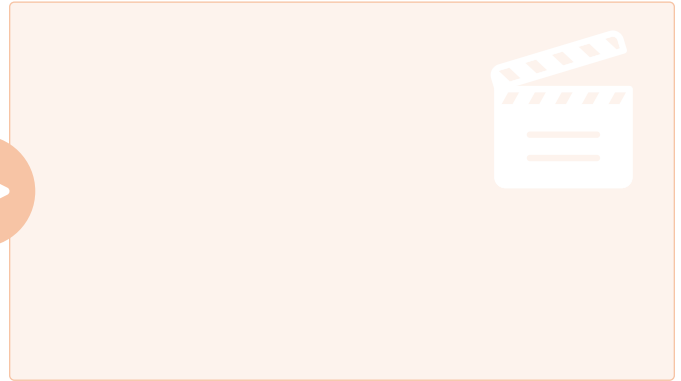


Personal goals

Personal actions

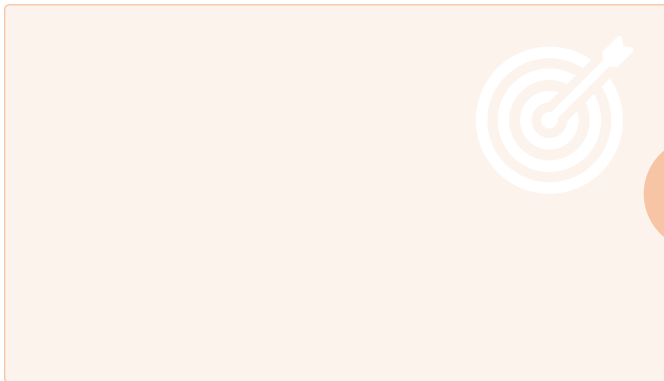
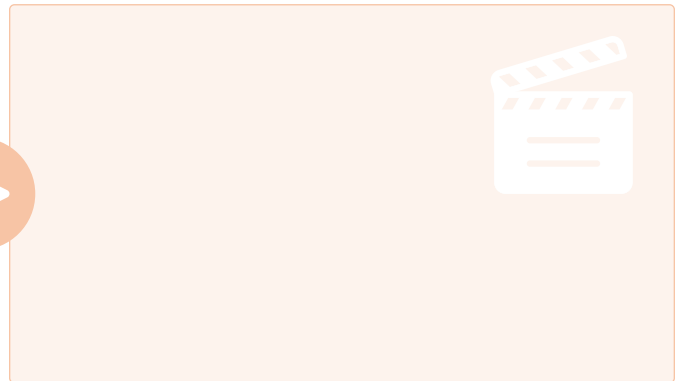
Goal 1

Action 1

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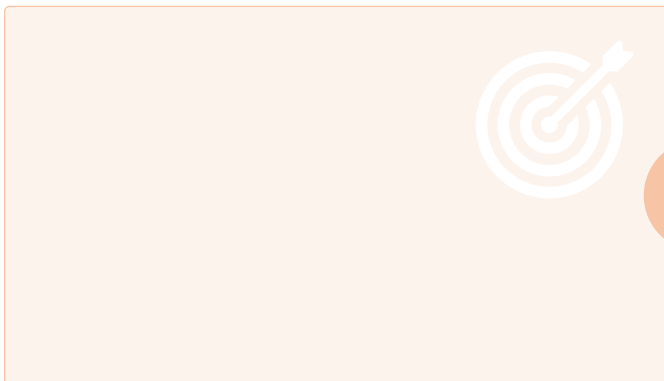
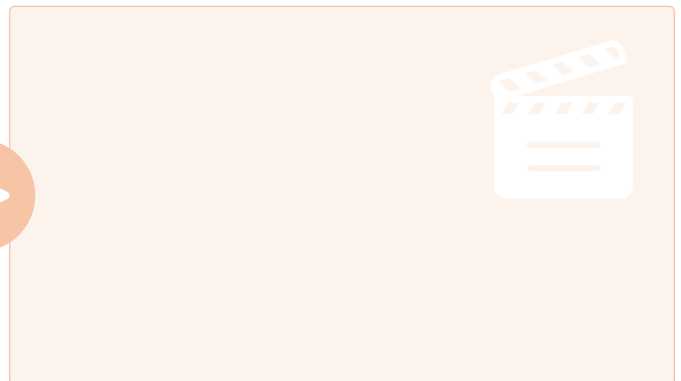
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Action 2

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Personal goals



Personal actions

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Personal goals



Personal actions

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