

90-Day Planning Meeting Agenda

A guide for team leads to facilitate quarterly action planning



Know Your Why

90-day planning only works if everyone understands what they're working toward. Before the meeting, fill in the cascade below so your team can see how their daily work connects to the bigger picture.

Your Strategic Cascade

Strategic Priority:	
Objective:	
Key Result:	
Lead:	

Before the Meeting

- Pull last quarter's action plan and note status of each item
- Gather any relevant data or metrics on progress
- Identify changes in environment, priorities, or constraints
- Block 60-90 minutes with your team

Meeting Agenda (60-90 minutes)

Time	Section	Focus
10 min	Orient	Review the cascade. Remind the team what you're working toward and why.
15 min	Review	Walk through last quarter's action plan. What got done? What didn't? No blame.
10 min	Reflect	What did we learn? What changed? Any new barriers or opportunities?
25 min	Plan	Identify actions for next 90 days. Assign owner and deadline to each.
10 min	Confirm	Read back the plan. Each owner confirms. Schedule next quarterly meeting.

Questions That Unlock Good Conversation

- *What would have to be true for us to hit our key result this year?*
- *What's the smallest step we could take this quarter to make progress?*
- *Who else needs to be involved or informed for this to succeed?*
- *What could derail us, and how do we get ahead of it?*

Need help with strategic planning or 90-day cycles? fandtlabs.com/schedule-a-meeting

