pro PROJECT PLAN

A 90-Day Roadmap to Make Your Big Idea Happen

> A year from now you will wish you had started today. ~Karen Lamb

Welcome to the PRO Project Plan: a 90-day roadmap to make your big idea happen.

While I am a firm believer in creating a long term vision for your company, when it comes to getting things done, 90 days is usually the perfect window of time to stay focused and get to the other side of a project.

Identify a project you'd like to dedicate the next 90 days to. Then, use the following worksheets to help you create an action plan that you can put into motion and keep you on track. Once you complete the project, use the project review worksheet to debrief and check in.

Helpful hints:

Block out 30-60 minutes to focus on your PRO Project Plan.

Overwhelm is a choice. Yes, a big project can sometimes feel a bit daunting, but if you break it down into manageable pieces (which this roadmap will help you in doing), it's really just about taking small steps every day.

Once you've got your plan outlined, take to your calendar and proactively block out chunks of time that will be dedicated to executing on your plan. Plans are only as good as the action that's taken.

Share your goals and plans. Find an accountability buddy that can go through the process with you. You are much more likely to reach your goal if you have someone challenging & cheering you on.

Turn on the blinders. It never fails that when we're executing on something big, we start to notice other people doing similar work. Avoid that at all costs -- stay off the interwebs, put your head down and simply lean in.

Chances are good that at about the six week mark you'll start to hit the messy middle. This is when the project has lost some of its allure and you're just in the grind. Remind yourself that this is part of the process, not a signal that something is wrong. Use it to fuel you to keep going.

Identify a reward. Give yourself an incentive to complete your project. It'll keep you going on the hard days.

Happy planning!
Steph

p.s. I'd love to hear how your project planning goes. Drop me a line anytime at hello@stephaniepollock.com.

The PRO Project Plan is part of My PRO Plan: a comprehensive business planning program for solopreneurs and small business owners exhausted with working in overwhelm, and craving clarity and focus.

If you're ready to create a plan that works, learn more here: myproplan.biz

My 90-Day Project Plan

My 90-Day Project Focus: _____

Timeline: _____ / ____ / _____ to _____ / ____ / _____

My goal is: _____

Desired outcomes: _____

This goal matters because: _____

A fun stretch goal is: _____

✔ To accomplish this goal I will:

SAY YES TO:	SAY NO TO:	SUCCESS CONDITIONS:

One bite at a time (break it down):

MONTH #1:	MONTH #2:	MONTH #3:

Key Milestones: Reverse engineer your success

MILESTONE	DEADLINE	COMPLETE
1. _____	_____ / _____ / _____	☐
2. _____	_____ / _____ / _____	☐
3. _____	_____ / _____ / _____	☐
4. _____	_____ / _____ / _____	☐
5. _____	_____ / _____ / _____	☐

Team & Tech: Identify your required resources

PEOPLE SUPPORT: (TEAM, VENDORS, SUPPORT)	TECH NEEDS: (SET-UP, RESOURCES, ETC.)

Project Accelerators: 3-5 things you could do to ignite your progress (think big!)

1.

2.

3.

4.

5.

Task List: Map it out on paper, then enter it into your calendar / project manager

TASK	DEADLINE	RESPONSIBILITY	COMPLETE

Month _____

MON	TUES	WEDS	THURS	FRI	SAT	SUN

notes

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Month _____

MON	TUES	WEDS	THURS	FRI	SAT	SUN

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Month _____

MON	TUES	WEDS	THURS	FRI	SAT	SUN

notes

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📋 Project Review:

Goal: _____   Deadline met: Y / N

Actual outcome: _____   How I feel: _____
_____   _____

WHAT WORKED WELL:	WHAT DIDN'T WORK AS WELL:

MAJOR LESSONS

1.

2.

3.

notes

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POST-PROJECT FOLLOW-UP:

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