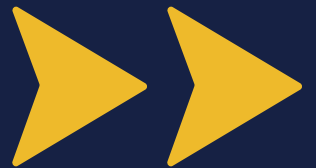


ALIGNED FOR
Impact
90-DAY PLANNER

YOUR 90-DAY
**KICKSTART
GUIDE**



The AFI Success Cycle

Align. Act. Assess

The AFI Success Cycle is a practical framework for turning what matters most into meaningful progress. You begin by **aligning** your priorities and choosing a clear focus. Then, you **act** by translating that focus into goals, plans, and consistent daily steps. As you move forward, you **assess** what is working, recognize progress, and make adjustments when needed. The cycle is designed to be repeated, helping you stay intentional even as priorities, circumstances, and plans change.



The planner is designed around this cycle. You will return to it throughout your 90-day journey.

ALIGN

Clarify what matters

Choose your focus and define the result you want this season to produce.

ACT

Turn clarity into movement

Translate priorities into goals, action steps, and focused daily execution.

ASSESS

Use progress as feedback

Review what is working, adjust what is not, and re-engage with intention.

STEP 1

Start with alignment.

Before you plan tasks, get clear about the season you are planning for.

- 01 Choose your window.**
Add a start date and an end date 90 days later.
- 02 Name the focus.**
What are you building, leading, launching, changing, or completing?
- 03 Define why it matters.**
Connect the work to the timing, purpose, or commitment behind it.
- 04 Articulate success.**
Write what "done" or meaningful progress will look like by Day 90.

Alignment Snapshot

Clarify your direction before you plan.

Before you set your goals, take a step back and name what matters most in this season. Use this page to align your focus so your next 90 days are both purposeful and productive.
*If you need more space, there are blank pages at the end of the planner.

What are you building or working toward in this season?

This could be a project, launch, event, transition, or strategic goal.

WHY is this the right focus for the next 90 days?

Consider the timing, season, or deeper reason behind this effort.

What would success look like by the end of the 90 days?

Define what "done" means—both tangibly and impact-wise.

Where do you need more clarity, structure, or support?

Identify anything that feels scattered or uncertain.

STEP 2

Turn focus into action.

Set a small number of goals, then make the path visible.

Build your goal plan

- Choose up to three. Make each specific, measurable, and meaningful.
- Name success. Decide what result will show that the goal moved forward.
- Break it down. Add action steps and dated milestones.
- Plan for reality. Note support, resources, and likely obstacles.



CHOOSE ONE MAJOR GOAL

If only one goal moved forward, which would matter most?

Give that goal the majority of your time, energy, and attention.

Set Your Impact Goals

Turn your vision into focus. Set clear goals that move you forward.

Use this section to define up to three key goals for your 90-day cycle. Each goal should be specific, measurable, and meaningful to you.

GOAL 1

Title: _____

Why it matters: _____

What success looks like: _____

Milestones or checkpoints: _____

Goal Action Plan

Outline the steps and support needed to move this goal forward.

In this section, identify the specific action steps needed to accomplish the goal. If you run out of space, you can use the notes section at the back of the planner.

GOAL 1

Title: _____

Action Steps

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Milestones

Date: _____ Milestone: _____

Date: _____ Milestone: _____

Date: _____ Milestone: _____

Date: _____ Milestone: _____

What could get in the way + how to handle it:
Strategic plan for overcoming obstacles

Resources or accountability needed:
People, systems, tools, materials, approvals

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Keep the plan workable.

A shorter plan you will use is better than an impressive plan you will avoid.

STEP 3

Build your planning rhythm.

Each level of the planner answers a different question.

Before You Plan: Clear Your Mind

Use the **Brain Dump** pages, located after the Daily section, to capture the tasks, ideas, reminders, and concerns competing for your attention. Don't organize as you write. Once everything is visible, decide what needs action now, what can wait, and what does not belong in this planning cycle.



What matters this month?

Define success and choose the three priorities that deserve your time and effort.



What can move now?

Pull next steps from your goal plan, account for existing commitments, and decide what to complete this week.



What needs my focus today?

Choose an intention and Top 3, block time for priority work, and move lower-priority tasks to Flex.

STEP 4

Reset without starting over.

A disrupted week is information, not proof that the plan failed.

Assess and Adjust

Assessment is not about judging yourself or following the plan perfectly. It is a chance to pause, recognize your progress, and learn from what actually happened. Use the planner's review pages to identify what worked, what needs to change, and what deserves your attention next. Then adjust your plan and continue moving forward.

- 01 Review.**
What changed? What still matters?
What did you learn?
- 02 Realign.**
Adjust the goal, timeline, action steps,
or support to fit current reality.
- 03 Re-engage.**
Choose the next meaningful action and
place it on your calendar.

The Reset Rule

Do not rebuild the entire plan.

Update what changed, choose the next action, and resume from today.

Make Every Review Useful

Your review pages are not report cards. Use them to decide:

- Continue: What is working?
- Change: What needs a different approach?
- Release: What no longer deserves space?
- Commit: What is the next meaningful action?

Month 1 Action Review

Celebrate! Take a moment to celebrate wins from this past month!

What didn't go as planned, and what did I learn from it?

What goals or actions need to be realigned or adjusted for Month 2?

Quick Accountability Check:

- ☐ I made consistent progress on at least one goal.
- ☐ I followed through on the key milestones I set.
- ☐ I adapted when things didn't go as planned.
- ☐ I checked in with my accountability systems.
- ☐ I honored my priorities, even when things got busy.
- ☐ I stayed connected to my "why."

WRAP-UP

YOU'RE READY!

Start Where You Are

You do not need a perfect plan to begin. Focus on what matters most right now, take the next meaningful step, and learn as you move forward.

Return to the AFI Success Cycle whenever you need to refocus:

ALIGN

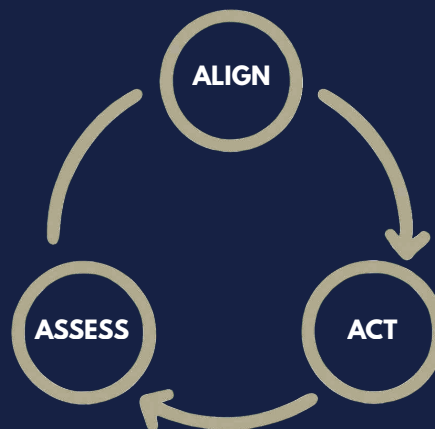
Choose what matters.

ACT

Turn your priorities into consistent action.

ASSESS

Recognize progress and adjust your plan.



Your plan can change. Your progress still counts.

CONTINUE THE CYCLE

When your 90 days are complete, use your final review to choose your next focus. Then begin a new cycle with a fresh AFI 90-Day Planner.

SHOP THE AFI 90-DAY PLANNER

Aligned people change the world.