SHRM LINKAGE LEADERSHIP INSTITUTE · ACHIEVE

Delivering the Results That Matter

My 90-Day Sprint Plan

Name _____

1 Count your priorities

60 seconds · On your own

Things I'm accountable for delivering: _____ How many I fully control: _____

How likely is it that I'll achieve all of these? Why or why not?

2 Brainstorm your list

2 minutes · On your own

What does my team need to solve for or do exceptionally well? Think about how the team works, not what it delivers.

3 Find your Lever of Impact

5 minutes · Then with a neighbor

My top 3: Then narrow to the one that matters most, above all else.

1 _____

2 _____

3 _____

Ask both questions:

☐ If everything else on my team stayed the same, what is the one change that would have the greatest impact?

☐ What is the one thing that if we don't get right, nothing else matters?

MY LEVER OF IMPACT:

Quick check: I've known my team needed this for _____ My track record on goals like this: _____%

4 Write your 90-day sprint goal

6 minutes · Then with a neighbor

If we got our lever right, what would change? Make it measurable: from X to Y by Day 90.

VERB	METRIC	FROM (BASELINE)	TO (TARGET)	BY (DATE)
				Day 90

Example: *Raise · on-time commitments · from 60% · to 90% · by Day 90*

Two tests: ☐ Measurable: we'll know if we hit it ☐ Outcome, not activity: a result, not the work

Neighbor test: Would someone outside my team know on Day 90 whether we hit it? ☐ Yes ☐ Not yet

PLAN YOUR SPRINT

Milestones, team, scoreboard and rhythm

5 Map your 90 days

5 minutes · On your own

3–5 key hypothesis that we'll test or pilot along the way. Research by ~Day 30, test or pilot by ~Day 60, evaluate and redirect through Day 90.

#	HYPOTHESIS	HOW WE MIGHT TEST OR PILOT
1		
2		
3		
4*		
5*		

** Optional*

6 Build your sprint team

4 minutes · Then with a neighbor

Names, not departments. Who will I give the responsibility and leeway to act?

Who knows the most about this work? _____

Who can test and implement? _____

Key stakeholders (affected by, or can affect, the decisions) _____

Who's missing who could block progress? _____

Resources and decision-maker support they'll need _____

7 Set your rhythm and scoreboard

4 minutes · On your own

HOW WE'LL TRACK PROGRESS

The one number we'll watch (baseline → target) & how we will track it

_____

Where it will be posted:

_____

Who updates it, and when:

_____

Keep it simple: updated weekly, readable in five seconds.

OUR WEEKLY SPRINT MEETING

When (day and time):

_____

Who attends:

_____

Agenda

1. Progress: where are we against the goal?
2. Done: what we committed to, and what we accomplished
3. Challenges and discussion: name them; solve them separately
4. Commitments: what each of us will do next week

8 Commit out loud

Before you leave the room

My first move (next 7 days) _____

On my calendar for *Date and time* _____

Team meeting *Date and time* _____