

Create
your
Future

The Create Your future 90-Day Planner

BY CLASSY CAREER GIRL

A quarterly planning guide to make incredible things happen.

It's never too late.
Live a life of no regrets.
Make incredible things happen.
Create your future.

Name: _____

Date: _____

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HOW TO USE THIS PLANNER:

Hi there!

Thank you for downloading this planner!! I am so excited for you. This planner has helped thousands of people over the past year and I've added a few notes below that will help you get the most impact.

Important: You can start this planner anytime, it does not need to be at the beginning of the year. Today can be week 1 and your annual plan can be your goals for the rest of the year. Although, it is easier if you do start the planner at the beginning of a month.

Step 1: Set aside an hour in a quiet spot to go through looking back, vision journal and your annual plan. Share this with a friend, coach or accountability partner. It's way more fun to do this with a friend.

Don't worry about it being perfect. Just jot down whatever comes to your mind first. When you complete your annual plan, don't worry about adding too much detail. Just post the highlights of what you want to accomplish each quarter of the next year.

Step 2: Set aside another hour to create your quarter 1 page, 90-day plan and month 1 pages. You can reference your annual plan to help you create your goals for the next 90 days which should make this step a lot easier. Then, simplify all your tasks into 30/60/90-day increments so you know what to focus on each month.

Step 3: Make a commitment to create a new 90-day plan every 90 days, create a new monthly plan every month and plan out your week every week. This consistent action won't take long and is crucial to your success. Add a time in your calendar every week where you will do your weekly planning for 30 minutes.

I do my weekly planning every Sunday evening before the week starts no matter what. On Friday at the end of the week, I write down what didn't get done during the week and on Sunday evening I create my weekly plan for the next week. It's important that before you go into the workweek, you know what to focus on.

Step 4: Don't forget to celebrate! At the end of this planner, you'll find a celebrate page which is so important to review your quarter, so you can plan better for the next 90 days. If you stick with it, you'll find that this planner will become part of your routine and if you don't do it, you'll feel a bit lost. Planning time will become a habit and you will reach your goals, even with a super busy schedule. Feel free to let us know how we can support you and please share your wins and successes. You totally got this!

Happy planning!

Anna Runyan
Founder and CEO, ClassyGareerGirl.com

P.S. Our goal is to make this a physical planner in the future, so we are always on the hunt for feedback. Please feel free to share with us any feedback you have so we can continue to make this product better for you!

looking back

Looking back over the last year, what worked well for you??

What didn't work?

What is your ideal workday?

What are you grateful for?

What does success look like to you?

When you were at your best and loving life last year, what were you doing?

What were your biggest time wasters?

When did you have the most fun?

vision journal

What do you want to create in the future?

-
-
-
-
-
-
-
-

When you imagine completing your goal, what does your life look like?



What words and phrases represent your life when you've achieved your goal?

-
-
-
-
-
-
-
-

Why do you want to reach this goal?



annual plan

This year's goals:

- 1.
- 2.
- 3.

Today's Date

QUARTER 1 FOCUS:

Date: _____

QUARTER 2 FOCUS:

Date: _____

QUARTER 3 FOCUS:

Date: _____

QUARTER 4 FOCUS:

Date: _____

NEXT YEAR'S FOCUS:

PERSONAL GOALS:

1. _____
2. _____
3. _____

quarter 1

Write down three big goals that you want to achieve in the next 90 days. Also, write down why you want to achieve these goals.

1

2

3

90-day goals

Write your focus for each month and the tasks you will complete in 30, 60 and 90 day increments.

Area of Focus/Goal	30 Days Due Date: -----	60 Days Due Date: -----	90 Days Due Date: -----

What happens
tomorrow is
because of what
you do today.

month 1 notes

Top 3 Goals This Month

Goal #1:

Actions to take this month to reach my goal:

Goal #2:

Actions to take this month to reach my goal:

Goal #3:

Actions to take this month to reach my goal:

What help do you need to reach your goals this month?

Events that will help you move closer to your goals this month:

Who will you contact and when?

NAME	DATE

Books on your reading list this month:

-
-
-
-
-

What are you looking forward to this month? How will you have fun?

Rules on your time this month to stay productive:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

week 1

Top 3 Priorities This Week

- _____
- _____
- _____

Other important items to get done this week:

• ADMINISTRATIVE ITEMS:

• PERSONAL ITEMS:

week 1

Focus For Each Day This Week:

monday

tuesday

wednesday

thursday

friday

saturday

sunday

week 1: to-do list

TOP 3 PRIORITY "TO-DO'S" OF EACH DAY	SUNDAY	MONDAY
	1.	1.
	2.	2.
	3.	3.
	TUESDAY	WEDNESDAY
	1.	1.
	2.	2.
	3.	3.
	THURSDAY	FRIDAY
	1.	1.
	2.	2.
	3.	3.
	SATURDAY	
	1.	
2.		
3.		

week 1: to-do list

SUNDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		

week 2

Top 3 Priorities This Week

- _____
- _____
- _____

Other important items to get done this week:

• ADMINISTRATIVE ITEMS:

• PERSONAL ITEMS:

week 2

Focus For Each Day This Week:

monday

tuesday

wednesday

thursday

friday

saturday

sunday

week 2: to-do list

TOP 3 PRIORITY "TO-DO'S" OF EACH DAY	SUNDAY	MONDAY
	1.	1.
	2.	2.
	3.	3.
	TUESDAY	WEDNESDAY
	1.	1.
	2.	2.
	3.	3.
	THURSDAY	FRIDAY
	1.	1.
	2.	2.
3.	3.	
SATURDAY		
1.		
2.		
3.		

week 2: to-do list

SUNDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		

week 3

Top 3 Priorities This Week

- _____
- _____
- _____

Other important items to get done this week:

• ADMINISTRATIVE ITEMS:

• PERSONAL ITEMS:

week 3

Focus For Each Day This Week:

monday

tuesday

wednesday

thursday

friday

saturday

sunday

week 3: to-do list

TOP 3 PRIORITY "TO-DO'S" OF EACH DAY	SUNDAY	MONDAY
	1.	1.
	2.	2.
	3.	3.
	TUESDAY	WEDNESDAY
	1.	1.
	2.	2.
	3.	3.
	THURSDAY	FRIDAY
	1.	1.
	2.	2.
	3.	3.
	SATURDAY	
1.		
2.		
3.		

week 3: to-do list

SUNDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		

week 4

Top 3 Priorities This Week

- _____
- _____
- _____

Other important items to get done this week:

• ADMINISTRATIVE ITEMS:

• PERSONAL ITEMS:

week 4

Focus For Each Day This Week:

monday

tuesday

wednesday

thursday

friday

saturday

sunday

week 4: to-do list

TOP 3 PRIORITY "TO-DO'S" OF EACH DAY	SUNDAY		MONDAY	
	1.		1.	
	2.		2.	
	3.		3.	
	TUESDAY		WEDNESDAY	
	1.		1.	
	2.		2.	
	3.		3.	
	THURSDAY		FRIDAY	
	1.		1.	
	2.		2.	
	3.		3.	
SATURDAY				
1.				
2.				
3.				

week 4: to-do list

SUNDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		

month 2

Add the dates to the boxes below and start planning out an incredible month.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

month 2 notes

Top 3 Goals This Month

Goal #1:

Actions to take this month to reach my goal:

Goal #2:

Actions to take this month to reach my goal:

Goal #3:

Actions to take this month to reach my goal:

What help do you need to reach your goals this month?

Events that will help you move closer to your goals this month:

Who will you contact and when?

NAME	DATE

Books on your reading list this month:

-
-
-
-
-

What are you looking forward to this month? How will you have fun?

Rules on your time this month to stay productive:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

week 5

Top 3 Priorities This Week

Other important items to get done this week:

• ADMINISTRATIVE ITEMS:

• PERSONAL ITEMS:

week 5

Focus For Each Day This Week:

monday

tuesday

wednesday

thursday

friday

saturday

sunday

week 5: to-do list

TOP 3 PRIORITY "TO-DO'S" OF EACH DAY	SUNDAY	MONDAY
	1.	1.
	2.	2.
	3.	3.
	TUESDAY	WEDNESDAY
	1.	1.
	2.	2.
	3.	3.
	THURSDAY	FRIDAY
	1.	1.
	2.	2.
	3.	3.
	SATURDAY	
1.		
2.		
3.		

week 5: to-do list

SUNDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		

week 6

Top 3 Priorities This Week

- _____
- _____
- _____

Other important items to get done this week:

• ADMINISTRATIVE ITEMS:

• PERSONAL ITEMS:

week 6

Focus For Each Day This Week:

monday

tuesday

wednesday

thursday

friday

saturday

sunday

week 6: to-do list

TOP 3 PRIORITY "TO-DO'S" OF EACH DAY	SUNDAY	MONDAY
	1.	1.
	2.	2.
	3.	3.
	TUESDAY	WEDNESDAY
	1.	1.
	2.	2.
	3.	3.
	THURSDAY	FRIDAY
	1.	1.
	2.	2.
	3.	3.
	SATURDAY	
1.		
2.		
3.		

week 6: to-do list

SUNDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		

week 7

Top 3 Priorities This Week

- _____
- _____
- _____

Other important items to get done this week:

• ADMINISTRATIVE ITEMS:

• PERSONAL ITEMS:

week 7

Focus For Each Day This Week:

monday

tuesday

wednesday

thursday

friday

saturday

sunday

week 7: to-do list

TOP 3 PRIORITY "TO-DO'S" OF EACH DAY	SUNDAY	MONDAY
	1.	1.
	2.	2.
	3.	3.
	TUESDAY	WEDNESDAY
	1.	1.
	2.	2.
	3.	3.
	THURSDAY	FRIDAY
	1.	1.
2.	2.	
3.	3.	
SATURDAY		
1.		
2.		
3.		

week 7: to-do list

SUNDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		

week 8

Top 3 Priorities This Week

- _____
- _____
- _____

Other important items to get done this week:

• ADMINISTRATIVE ITEMS:

• PERSONAL ITEMS:

week 8

Focus For Each Day This Week:

monday

tuesday

wednesday

thursday

friday

saturday

sunday

week 8: to-do list

TOP 3 PRIORITY "TO-DO'S" OF EACH DAY	SUNDAY	MONDAY
	1.	1.
	2.	2.
	3.	3.
	TUESDAY	WEDNESDAY
	1.	1.
	2.	2.
	3.	3.
	THURSDAY	FRIDAY
	1.	1.
	2.	2.
	3.	3.
	SATURDAY	
1.		
2.		
3.		

week 8: to-do list

SUNDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		

month 3

Add the dates to the boxes below and start planning out an incredible month.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

month 3 notes

Top 3 Goals This Month

Goal #1:

Actions to take this month to reach my goal:

Goal #2:

Actions to take this month to reach my goal:

Goal #3:

Actions to take this month to reach my goal:

What help do you need to reach your goals this month?

Events that will help you move closer to your goals this month:

Who will you contact and when?

NAME	DATE

Books on your reading list this month:

-
-
-
-
-

What are you looking forward to this month? How will you have fun?

Rules on your time this month to stay productive:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

week 9

Top 3 Priorities This Week

- _____
- _____
- _____

Other important items to get done this week:

• ADMINISTRATIVE ITEMS:

• PERSONAL ITEMS:

week 9

Focus For Each Day This Week:

monday

tuesday

wednesday

thursday

friday

saturday

sunday

week 9: to-do list

TOP 3 PRIORITY "TO-DO'S" OF EACH DAY	SUNDAY	MONDAY
	1.	1.
	2.	2.
	3.	3.
	TUESDAY	WEDNESDAY
	1.	1.
	2.	2.
	3.	3.
	THURSDAY	FRIDAY
	1.	1.
	2.	2.
	3.	3.
	SATURDAY	
	1.	
2.		
3.		

week 9: to-do list

SUNDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		

week 10

Top 3 Priorities This Week

- _____
- _____
- _____

Other important items to get done this week:

• ADMINISTRATIVE ITEMS:

• PERSONAL ITEMS:

week 10

Focus For Each Day This Week:

monday

tuesday

wednesday

thursday

friday

saturday

sunday

week 10: to-do list

TOP 3 PRIORITY "TO-DO'S" OF EACH DAY	SUNDAY	MONDAY
	1.	1.
	2.	2.
	3.	3.
	TUESDAY	WEDNESDAY
	1.	1.
	2.	2.
	3.	3.
	THURSDAY	FRIDAY
	1.	1.
	2.	2.
	3.	3.
	SATURDAY	
1.		
2.		
3.		

week 10: to-do list

SUNDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		

week 11

Top 3 Priorities This Week

- _____
- _____
- _____

Other important items to get done this week:

• ADMINISTRATIVE ITEMS:

• PERSONAL ITEMS:

week 11

Focus For Each Day This Week:

monday

tuesday

wednesday

thursday

friday

saturday

sunday

week 11: to-do list

TOP 3 PRIORITY "TO-DO'S" OF EACH DAY	SUNDAY	MONDAY
	1.	1.
	2.	2.
	3.	3.
	TUESDAY	WEDNESDAY
	1.	1.
	2.	2.
	3.	3.
	THURSDAY	FRIDAY
	1.	1.
	2.	2.
	3.	3.
	SATURDAY	
1.		
2.		
3.		

week 11: to-do list

SUNDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		

week 12

Top 3 Priorities This Week

- _____
- _____
- _____

Other important items to get done this week:

• ADMINISTRATIVE ITEMS:

• PERSONAL ITEMS:

week 12

Focus For Each Day This Week:

monday

tuesday

wednesday

thursday

friday

saturday

sunday

week 12: to-do list

TOP 3 PRIORITY "TO-DO'S" OF EACH DAY	SUNDAY	MONDAY
	1.	1.
	2.	2.
	3.	3.
	TUESDAY	WEDNESDAY
	1.	1.
	2.	2.
	3.	3.
	THURSDAY	FRIDAY
	1.	1.
	2.	2.
	3.	3.
	SATURDAY	
1.		
2.		
3.		

week 12: to-do list

SUNDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		

week 13

Top 3 Priorities This Week

- _____
- _____
- _____

Other important items to get done this week:

• **ADMINISTRATIVE ITEMS:**

• **PERSONAL ITEMS:**

week 13

Focus For Each Day This Week:

monday

tuesday

wednesday

thursday

friday

saturday

sunday

week 13: to-do list

TOP 3 PRIORITY "TO-DO'S" OF EACH DAY	SUNDAY	MONDAY
	1.	1.
	2.	2.
	3.	3.
	TUESDAY	WEDNESDAY
	1.	1.
	2.	2.
	3.	3.
	THURSDAY	FRIDAY
	1.	1.
	2.	2.
	3.	3.
	SATURDAY	
1.		
2.		
3.		

week 13: to-do list

SUNDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		

celebrate

What incredible things did you make happen over the last 90 days?

What are you grateful for over the last 90 days?

What are your goals for the next 90 days?

Reflection time: Anything you'd like to change going forward?

THE CLASSY CAREER GIRL MANIFESTO

STOP DOING WORK YOU HATE. **STOP NOT REACHING YOUR TRUE POTENTIAL.**
STOP BEING MEDIOCRE.
STOP DOING EVERYTHING FOR OTHER PEOPLE AND NOT ASKING FOR WHAT YOU DESERVE.
STOP CARING ABOUT WHAT OTHER PEOPLE THINK AND THE WHAT IF'S THAT MIGHT HAPPEN IF YOU TAKE A RISK.

STOP SAYING SOMEDAY. STOP DOING NOTHING TO MAKE YOUR DREAMS HAPPEN.
STOP STOP COMPLAINING ABOUT HOW MUCH YOU HATE YOUR JOB BUT NOT DOING ANYTHING ABOUT IT.
THINKING "I CAN'T" AND STOP PUTTING YOUR DREAMS ON HOLD.

STOP WORRYING ABOUT BEING SAFE AND SECURE.
STOP DELAYING YOUR GREAT LIFE.
GO PUT YOURSELF OUT THERE. YOU CAN HAVE YOUR GREAT LIFE AND CAREER RIGHT NOW. **DO IT RIGHT NOW.**

YOU HAVE PERMISSION TO BE YOU AND TO STAND OUT.

IT'S TIME TO TAKE RESPONSIBILITY FOR YOUR CAREER **SUCCESS.**