My 60-Day Progress Review

Make progress visible and sharpen the final 30-day focus

Review date: _____	**Final review date:** _____	**Goal completion date:** _____

Use this review to focus on the difference being made and the final actions that will create the biggest movement before day 90.

My original 90-day goal: *By* _____ *I will* _____

As measured by _____

What progress is now visible? *Focus on what has changed, not only what has been done.*	**What difference is this making?** *Link progress to people, performance, service, team effectiveness or priorities.*
What evidence do I have? *Include data, examples, feedback, outputs or decisions made.*	**What still needs attention before day 90?**
What conversation, decision or action would create the biggest movement now?	**What needs to be stopped, started or strengthened?**
Current position: Behind plan / On track / Ahead of plan	**Self-belief: _____ /10**

My final 30-day focus

Action	Owner / support needed	By when?	Evidence of progress
1.			
2.			
3.			