Worked example - a fictional plan. Replace every detail with your own.

90-day work plan

Q1 2027 - Riverside Community Cafe

Plan owner Sam Taylor

Start date 04/01/2027

Main goal for the 90 days

Launch a weekday lunch menu and reach 120 lunch customers a week.

Month 1 - set up (Jan)	Month 2 - launch (Feb)	Month 3 - improve (Mar)
Agree lunch menu and prices	Start lunches Mon - Fri	Adjust the menu
Train two new staff	Count lunches each day	Plan a lunch offer
Order new equipment	Ask for feedback	Review the numbers
Tell regulars by email	Fix any slow steps	Plan the next 90 days

Measures and review dates

Weekly lunch count (Mondays). Review meetings 01/02, 01/03 and 31/03/2027.