



BurnBright Advisory

burnbrightadvisory.com

Mini Workshop

Leadership Capacity Planner

Action Plan

90-day personal development action plan

Date	14 June 2026
Workshop	Mini Workshop Series
Prepared By	BurnBright Advisory
Classification	Confidential



My Development Goal

My 90-day Leadership Capacity Planner development goal:

Why this goal matters to me and my organisation:

How I will measure success at 90 days:

Start date	
Review date (30 days)	
Review date (60 days)	
Completion date (90 days)	
Accountability partner	
Support required	



30-Day Actions

What specific actions will you take in the first 30 days?

1		By: _____	☐ Done
2		By: _____	☐ Done
3		By: _____	☐ Done
4		By: _____	☐ Done
5		By: _____	☐ Done



60-Day Actions

Building on your first 30 days — what will you develop in days 31-60?

1		By: _____	☐ Done
2		By: _____	☐ Done
3		By: _____	☐ Done
4		By: _____	☐ Done
5		By: _____	☐ Done



90-Day Outcomes and Review

Evidence that I achieved my 90-day goal:

Key learning from this 90-day development period:

My next 90-day development priority:

90-Day Review Sign-Off

Leader signature: _____ Date: _____

Manager signature: _____ Date: _____