

30-60-90-Day Action Plan

Keep the priority list short enough that completion is visible.

Period	Primary Focus	Manager Actions	Evidence / Output
Days 1-30	Observe and stabilize	Understand business, authority, people, shift flow, safety, guest patterns, and basic numbers. Correct immediate risk.	Baseline observations, risk list, staffing picture, initial KPI review.
Days 31-60	Build standards and accountability	Define expectations, train, coach, correct, improve scheduling, and tighten food/labor/cash controls.	Training records, clarified standards, schedule changes, daily variance review.
Days 61-90	Improve performance	Diagnose root causes, complete priority improvements, develop leaders, improve communication upward, and review results.	Priority action plan, measurable results, 90-day review, next-quarter plan.
Day 91+	Make it last	Turn controls into management rhythm, prevent backsliding, and develop the next manager.	Daily/weekly/monthly rhythm, succession coverage, continued KPI review.