



HUNTER ADMIN

The 90-Day Business Reset

A quarterly planning guide for small business owners.

Most business owners plan once a year - and then watch the plan gather dust. This guide breaks the year into 90-day sprints so you can move with focus, reflect with honesty, and reset with intention every quarter.

Part 1

The Quarterly Review - where have you been?

Part 2

The 90-Day Reset - where are you going?

Part 3

Stop / Start / Continue

Part 4

The 30/60/90 Plan - how do you get there?

Part 5

Weekly Check-In Prompts



The 90-Day Business Reset

A quarterly planning guide for small business owners.

Before you plan the next 90 days, review the last 90 honestly.

QUARTER: _____ **FROM:** _____ **TO:** _____

PART 1 - THE QUARTERLY REVIEW

What went well this quarter?

What did not go to plan - and why?

What did I spend most of my time on?



Did that time reflect my priorities?

What am I most proud of this quarter?

What do I need to stop, start, or do differently?



Part 1 - The Quarterly Review

Quick Scores

Rate each area of the last quarter honestly. 1 = poor, 5 = excellent.

QUICK SCORES — RATE THE LAST QUARTER (1 = POOR, 5 = EXCELLENT)

AREA	1	2	3	4	5
Revenue & income	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
Time & focus	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
Client relationships	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
Team & support	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
Systems & processes	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
Personal energy & wellbeing	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>

Looking at your scores - what stands out most?



Part 2 - The 90-Day Reset

Set your direction before you plan your tasks.

In 90 days from now, what does a successful quarter look like?

Write it in the present tense - as if it has already happened.

THIS QUARTER'S THREE PRIORITIES

Priority 01

Revenue & Growth

What is the one commercial goal this quarter?

Priority 02

Operations & Systems

What process or system needs fixing or building?

Priority 03

Team & Support

What support do you need to put in place?

What support do I need this quarter to make this happen?



Part 4 - The 30/60/90 Plan

Break your quarter into three focused phases.

Use your three priorities from Part 2 to set goals and actions for each phase.

Days 1 – 30	Days 31 – 60	Days 61 – 90
<p>Build foundations.</p> <p>FOCUS AREAS:</p> <ul style="list-style-type: none"> Clarify priorities and communicate them Put quick wins in place Set up key systems and processes <p>MY GOALS:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Gain momentum.</p> <p>FOCUS AREAS:</p> <ul style="list-style-type: none"> Execute on the plan Review progress and adjust Tackle the bigger projects <p>MY GOALS:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Drive outcomes.</p> <p>FOCUS AREAS:</p> <ul style="list-style-type: none"> Hit key milestones Delegate and systemise Prepare next quarter review <p>MY GOALS:</p> <p>_____</p> <p>_____</p> <p>_____</p>

PART 5 — WEEKLY CHECK-IN — 3 QUESTIONS FOR EVERY MONDAY

Am I working on the right things?

Are this week's tasks tied to my 90-day priorities - or just noise?

What's at risk of slipping?

Anything overdue, unaddressed, or being avoided? Name it.

What can I delegate this week?

One thing off your plate this week compounds into hours saved this quarter.



Ready to Execute on Your 90-Day Plan?

Planning is the easy part. Executing - consistently, without getting pulled back into the day-to-day - is where most founders struggle. That's exactly what operational support is designed to solve.

Business Clarity Audit

£450

The essential starting point before any retainer. A deep-dive into your operations, priorities, and where support will have the biggest impact.

VA Retainer

From £275/mo

Consistent task support that frees up your time for the strategic work only you can do.

OBM Retainer

From £850/mo

Strategic operational management across Foundation, Growth, and Premium tiers. Someone who owns your back-end so you can focus on growth.

Book a free discovery call — no pitch, no pressure.

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