03

PLANCRAFT USER GUIDE

Action Plan

Turn strategy into a concrete 90-day plan, then extend it across six months and one year.

From plan to execution

1. Open the relevant plan and enter its Action Plan area.
2. Review the AI-generated actions across the 90-day, 6-month, and 1-year timeframes.
3. Keep the actions that directly support the plan; revise or remove anything that does not.
4. Break large tasks into subtasks and add clear deadlines.
5. Assign responsibility where assignment controls are available, then update completion as work moves forward.

Use each timeframe differently

90 days Choose the focused outcomes and immediate moves that create traction now.	**6 months** Sequence the capabilities, launches, and milestones that need more runway.
1 year Define the larger destination so near-term work has direction.	**Mission, vision, values** Use these as decision filters when priorities compete.

Build tasks that are executable

- Start task names with a clear action verb.
- Give every important task an owner and a deadline.
- Use subtasks when a task contains several separate actions.
- Prefer a small number of meaningful priorities over a crowded list.
- Review progress weekly and adjust the plan when evidence changes.

Access note

If access looks different

PlanCraft's Action Plan access and membership messaging may vary while entitlement copy is being aligned. If the feature appears unavailable when you believe it should be included, open a support ticket rather than purchasing twice.

A simple weekly rhythm

At the start of the week, choose the few tasks that matter most. Midweek, clear blockers and update deadlines. At the end of the week, mark completed work, carry forward only what is still relevant, and select the next priority.