



MINISTRY & MARKETPLACE 90-DAY PLANNER

Where Purpose Meets
Planning &
Productivity

INSIDE OUT MEDIA GROUP, LLC



Hi there, Sis! *The Ministry and Marketplace 90-Day Planner: Where Purpose Meets Planning and Productivity* is designed to help Christian women (like you) create, plan, and grow with focus and intentionality. Each section blends spiritual reflection with strategic action, helping you set meaningful goals, organize your time, and connect your daily work to your God-given purpose. Inside, you'll find space to outline monthly intentions, map out weekly priorities, and track your progress in both ministry and business. As you move through the 90-day cycle, you'll not only stay productive, but you'll also stay prayerful, grounded, and in step with the vision God has placed in your heart. It's time to plan! Are you ready? Let's go!

Courtraye Richard, Founder

WELCOME
WOMEN

HOW TO USE THE M&M PLANNER

The Ministry and Marketplace 90-Day Planner: Where Purpose Meets Planning and Productivity is designed to help you stay focused and faithful as you plan, build, and grow in both ministry and business. **Feel free to print it out and place the sheets in a binder for best use.**

HERE'S HOW TO MAKE THE MOST OF IT:

- Start with the Monthly Calendar – Map out your key dates, meetings, events, and content plans for a quick monthly overview.
- Set Your Ministry & Marketplace Goals – Define your top spiritual, professional, and personal goals for the month.
- Create Action Plans – Break those goals down into clear, step-by-step tasks for both ministry and business.
- Manage Projects Efficiently – Use the project management section to track progress, deadlines, and details for major initiatives.
- Plan Weekly & Daily – Stay intentional each week and day with structured planning pages to organize priorities and tasks.
- Stay on Task with To-Do Lists – Keep your most important action items front and center.
- Be Fueled by the Word – Meditate on the monthly scriptures with weekly verses for the morning, afternoon, and night
- Track Your Progress – Use the productivity logs to measure results, habits, and growth.
- Reflect and Refocus – End each month with reflection prompts to celebrate wins and learn from challenges.
- Stay Financially Mindful – Review your monthly budget sheet to stay on top of giving, expenses, and stewardship.
- Strategize for Growth – Map out your marketing strategy plan to reach and serve your audience effectively.
- Bonus Sheets for Extra Support –
 - Social Media Tracker to plan and monitor your content.
 - Journaling, Notes, and Prayer Pages to record insights, prayers, and divine inspiration.

Every page is designed to help you blend purpose with productivity, so you can lead with focus, work with intention, and stay rooted in what truly matters.

"Commit to the Lord whatever you do, and he will establish your plans."

~ Proverbs 16:3

Ministry & Marketplace

90-DAY PLANNER
MONTH ONE

MONTHLY PLANNER

MONTH / YEAR:

	MON	TUE	WED	THU	FRI	SAT	SUN
WEEK 1							
WEEK 2							
WEEK 3							
WEEK 4							
WEEK 5							

PRAYER TOPICS

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NOTES

Large empty rectangular area for taking notes.

MINISTRY & MARKETPLACE GOALS

Write 3 “Ministry Goals” for this month.

Write 3 “Business Goals” for this month.

What could get in the way of you accomplishing these goals, and how can you eliminate any distractions or self-sabotage?

MINISTRY GOALS ACTION PLAN

GOAL

WHY

MOTIVATION

START DATE

DEADLINE

REWARD

OBSTACLES TO OVERCOME

RESOURCES

BIG STEPS

-
-
-
-

LITTLE STEPS

-
-
-
-

NOTES

MARKETPLACE GOALS ACTION PLAN

GOAL

WHY

MOTIVATION

START DATE

DEADLINE

REWARD

OBSTACLES TO OVERCOME

RESOURCES

BIG STEPS

-
-
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LITTLE STEPS

-
-
-
-

NOTES

Ministry Planner

Date : _____

PROJECT

TARGET DATE OF COMPLETION

VISION

MISSION

IDEAS

TOP 3 GOALS TO COMPLETE IT

STRENGTHS

WEAKNESSES

OPPORTUNITIES

THREATS

Marketplace Planner

Date : _____

PROJECT

TARGET DATE OF COMPLETION

VISION

MISSION

IDEAS

TOP 3 GOALS TO COMPLETE IT

STRENGTHS

WEAKNESSES

OPPORTUNITIES

THREATS

Daily To Do's

DATE:

TOP 3 TASKS

- 1
- 2
- 3

SCHEDULE

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TO-DO'S

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FUTURE TASKS

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TRACKER

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Weekly Scriptures
MONTH ONE

MONTH 1 - MORNING TIME

“MORNING MANNA”

Week-01-

PSALM 37:7

“Be still before the Lord and wait
patiently for Him.”

Week-02-

PSALM 27:14

“Wait patiently for the Lord. Be brave
and courageous.”

Week-03-

LAMENTATIONS 3:25

“The Lord is good to those who wait
for Him.”

Week-04-

PSALM 46:10

“Be still, and know that I am God.”

Week-05-

ISAIAH 55:8-9

“My thoughts are not your thoughts,
nor are your ways My ways.”

MONTH 1 - LUNCH TIME

“PURPOSE PLATE”

Week-01-

HABAKKUK 2:3

“Though it tarry, wait for it; it will surely come.”

Week-02-

PROVERBS 16:9

“We can make our plans, but the Lord determines our steps.”

Week-03-

GALATIANS 6:9

“Don’t get tired of doing what is good.”

Week-04-

PROVERBS 3:5-6

“Trust in the Lord with all your heart.”

Week-05-

JAMES 1:4

“Let perseverance finish its work so that you may be mature and complete.”

MONTH 1 - NIGHT TIME

“EVENING EXHALE”

Week-01-

PSALM 4:8

“In peace I will lie down and sleep, for
You alone, Lord, make me dwell in
safety.”

Week-02-

ISAIAH 40:31

“Those who trust in the Lord will find
new strength.”

Week-03-

JAMES 1:5

“If you need wisdom, ask our generous God, and he
will give it to you. He will not rebuke you for asking.”

Week-04-

ECCLESIASTES 3:11

“He has made everything beautiful in
its time.”

Week-05-

PSALM 62:5

“Let all that I am wait quietly before
God, for my hope is in Him.”

MONTHLY REFLECTION

Prompts

DATE:

TIME:

◆ Monthly Wins

◆ How does it make me feel?

◆ Challenges

◆ How can I improve it?

Accomplished Goals

Unaccomplished Goals

Goals Next Month

Habits Retained

Habits Eliminated

New Habits Developed

Three things that I am most grateful for this month:

Two life lessons I learned this month:

One word that best describes this month:

How will you rate this month?



Monthly Budget

MONTH OF

INCOME			
DATE	SOURCE	CATEGORY	AMOUNT

BILLS & FIXED EXPENSES		
DATE	SOURCE	AMOUNT

VARIABLE EXPENSES		
DATE	SOURCE	AMOUNT

SUMMARY	
SOURCE	AMOUNT
INCOME	
BILLS & FIXED EXPENSES	
VARIABLE EXPENSES	
BALANCE	

Marketing Strategy

Date: _____

Month: _____

SOCIAL MEDIA STRATEGY

Platform

Content Plan

Engagement Tactics

Posting Schedule

ADVERTISING PLAN

Platform

Advertising Type

Campaign Objectives

Target Audience

Advertising Budget

PERFORMANCE METRICS AND ANALYSIS

● Metric

● Measurement Period

● Target Benchmark

● Analysis and Action Items

BUDGET AND ROI

Expense Category

Budget Allocation

ROI Measurement

Ministry & Marketplace

90-DAY PLANNER
MONTH TWO

MONTHLY PLANNER

MONTH / YEAR:

	MON	TUE	WED	THU	FRI	SAT	SUN
WEEK 1							
WEEK 2							
WEEK 3							
WEEK 4							
WEEK 5							

PRAYER TOPICS

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Write 3 “Business Goals” for this month.

What could get in the way of you accomplishing these goals, and how can you eliminate any distractions or self-sabotage?

MINISTRY GOALS ACTION PLAN

GOAL	WHY	MOTIVATION
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START DATE	DEADLINE	REWARD
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OBSTACLES TO OVERCOME

RESOURCES

BIG STEPS

- _____
- _____
- _____
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LITTLE STEPS

- _____
- _____
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- _____

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MARKETPLACE GOALS ACTION PLAN

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OBSTACLES TO OVERCOME

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Ministry Planner

Date : _____

PROJECT

TARGET DATE OF COMPLETION

VISION

MISSION

IDEAS

TOP 3 GOALS TO COMPLETE IT

STRENGTHS

WEAKNESSES

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Daily To Do's

DATE:

TOP 3 TASKS

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- 2
- 3

SCHEDULE

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TO-DO'S

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FUTURE TASKS

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TRACKER

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Weekly Scriptures
MONTH TWO

MONTH 2 - MORNING TIME

“MORNING MANNA”

Week-01-

2 CORINTHIANS 12:9

“My grace is all you need. My power works best in weakness.”

Week-02-

NEHEMIAH 8:10

“Don’t be dejected and sad, for the joy of the Lord is your strength!”

Week-03-

PSALM 143:8

“Let the morning bring me word of your unfailing love, for I have put my trust in you.”

Week-04-

LAMENTATIONS 3:22-23

“The faithful love of the Lord never ends! His mercies never cease. Great is his faithfulness; his mercies begin afresh each morning.”

Week-05-

PHILIPPIANS 4:13

“For I can do everything through Christ, who gives me strength.”

MONTH 2 - LUNCH TIME

“PURPOSE PLATE”

Week-01-

COLOSSIANS 3:23

“Work willingly at whatever you do, as though you were working for the Lord rather than for people.”

Week-02-

HEBREWS 12:1-2

“Let us run with endurance the race God has set before us. We do this by keeping our eyes on Jesus, the champion who initiates and perfects our faith.”

Week-03-

PSALM 37:5

“Commit everything you do to the Lord. Trust him, and he will help you.”

Week-04-

EPHESIANS 2:10

“For we are God’s masterpiece. He has created us anew in Christ Jesus, so we can do the good things he planned for us long ago.”

Week-05-

1 CORINTHIANS 15:58

“Be strong and immovable. Always work enthusiastically for the Lord, for you know that nothing you do for the Lord is ever useless.”

MONTH 2 - NIGHT TIME

“EVENING EXHALE”

Week-01-

MATTHEW 11:28

“Come to me, all of you who are weary and carry heavy burdens, and I will give you rest.”

Week-02-

PROVERBS 3:24

“You can go to bed without fear; you will lie down and sleep soundly.”

Week-03-

JOHN 14:27

“Peace I leave with you; my peace I give you. I do not give to you as the world gives. Do not let your hearts be troubled and do not be afraid.”

Week-04-

PSALM 62:1-2

“I wait quietly before God, for my victory comes from him. He alone is my rock and my salvation, my fortress where I will never be shaken.”

Week-05-

1 PETER 5:7

“Give all your worries and cares to God, for he cares about you.”

MONTHLY REFLECTION

Prompts

DATE:

TIME:

◆ Monthly Wins

◆ How does it make me feel?

◆ Challenges

◆ How can I improve it?

Accomplished Goals

Unaccomplished Goals

Goals Next Month

Habits Retained

Habits Eliminated

New Habits Developed

Three things that I am most grateful for this month:

Two life lessons I learned this month:

One word that best describes this month:

How will you rate this month?



Monthly Budget

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Marketing Strategy

Date: _____

Month: _____

SOCIAL MEDIA STRATEGY

Platform

Content Plan

Engagement Tactics

Posting Schedule

ADVERTISING PLAN

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Advertising Type

Campaign Objectives

Target Audience

Advertising Budget

PERFORMANCE METRICS AND ANALYSIS

● Metric

● Measurement Period

● Target Benchmark

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OBSTACLES TO OVERCOME

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BIG STEPS

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FUTURE TASKS

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TRACKER

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Weekly Scriptures
MONTH THREE

MONTH 3 - MORNING TIME

“MORNING MANNA”

Week-01-

HEBREWS 11:1

“Faith shows the reality of what we hope for; it is the evidence of things we cannot see.”

Week-02-

PSALM 27:14

“Wait patiently for the Lord. Be brave and courageous. Yes, wait patiently for the Lord.”

Week-03-

ROMANS 8:28

“And we know that God causes everything to work together for the good of those who love God...”

Week-04-

JAMES 1:2-3

“Dear brothers and sisters, when troubles of any kind come your way, consider it an opportunity for great joy.”

Week-05-

ISAIAH 26:3

“You will keep in perfect peace all who trust in you, all whose thoughts are fixed on you.”

MONTH 3 - LUNCH TIME

“PURPOSE PLATE”

Week-01-

PHILIPPIANS 1:6

“And I am certain that God, who began the good work within you, will continue his work until it is finally finished.”

Week-02-

2 CORINTHIANS 4:16

“That is why we never give up. Though our bodies are dying, our spirits are being renewed every day.”

Week-03-

PSALM 55:22

“Give your burdens to the Lord, and he will take care of you.”

Week-04-

PSALM 130:5

“I am counting on the Lord; yes, I am counting on him. I have put my hope in his word.”

Week-05-

JOHN 15:5

“Yes, I am the vine; you are the branches. Those who remain in me, and I in them, will produce much fruit.”

MONTH 3 - NIGHT TIME

“EVENING EXHALE”

Week-01-

PSALM 34:17-18

“The Lord hears his people when they call to him for help. He rescues them from all their troubles.”

Week-02-

PHILIPPIANS 4:6-7

“Don’t worry about anything; instead, pray about everything... Then you will experience God’s peace.”

Week-03-

ROMANS 15:13

“I pray that God, the source of hope, will fill you completely with joy and peace because you trust in him.”

Week-04-

PSALM 91:1-2

“Those who live in the shelter of the Most High will find rest in the shadow of the Almighty.”

Week-05-

PROVERBS 16:3

“Commit your actions to the Lord, and your plans will succeed.”

MONTHLY REFLECTION

Prompts

DATE:

TIME:

◆ Monthly Wins

◆ How does it make me feel?

◆ Challenges

◆ How can I improve it?

Accomplished Goals

Unaccomplished Goals

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BUDGET AND ROI

Expense Category

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Ministry & Marketplace

BONUS SHEETS

Content Ideas

Brain Dump

Ideas	Type	Platform	
A day in my life	60 seconds video	LinkedIn	✓
Outfit of the day	Photos	Facebook	✓
Make up mistakes	Blog Article + Carousel	Instagram	✓

DAILY SOCIAL MEDIA CHECKLIST

--/--/----

PLATFORM: _____

CHECK NOTIFICATIONS:

- RESPOND TO COMMENTS AND MESSAGES.
- ENGAGE WITH USER-GENERATED CONTENT.

REVIEW CONTENT CALENDAR:

- ENSURE TODAY'S POSTS ALIGN WITH YOUR CONTENT PLAN.
- MAKE ANY NECESSARY ADJUSTMENTS.

POST UPDATES:

- CREATE AND SCHEDULE POSTS FOR THE DAY.
- USE A SOCIAL MEDIA MANAGEMENT TOOL IF AVAILABLE.

MONITOR MENTIONS AND HASHTAGS:

- TRACK BRAND MENTIONS AND RELEVANT HASHTAGS.
- ENGAGE OR RE-SHARE AS NEEDED.

ENGAGE WITH THE AUDIENCE:

- LIKE, COMMENT, AND SHARE POSTS FROM YOUR FOLLOWERS.
- RESPOND TO QUESTIONS AND ENGAGE IN CONVERSATIONS.

ANALYZE PERFORMANCE:

- REVIEW YESTERDAY'S POST ANALYTICS.
- ADJUST YOUR STRATEGY BASED ON INSIGHTS.

ADDITIONAL NOTES:

EXPLORE TRENDS:

- STAY UPDATED ON CURRENT TRENDS AND NEWS IN YOUR INDUSTRY.
- SHARE OR COMMENT ON RELEVANT TRENDS.

NETWORK AND COLLABORATE:

- CONNECT WITH INFLUENCERS OR POTENTIAL COLLABORATORS.
- REACH OUT TO BUILD PARTNERSHIPS.

CONTENT CREATION:

- PREPARE CONTENT FOR UPCOMING DAYS.
- PLAN FOR ANY AD CAMPAIGNS OR SPECIAL PROMOTIONS.

CHECK COMPETITORS:

- SEE WHAT YOUR COMPETITORS ARE POSTING.
- IDENTIFY OPPORTUNITIES OR AREAS FOR DIFFERENTIATION.

MAINTAIN BRAND CONSISTENCY:

- ENSURE BRAND VOICE, VISUALS, AND MESSAGING ARE CONSISTENT.
- REVIEW YOUR BIO AND PROFILE.

PROTECT BRAND REPUTATION:

- MONITOR FOR NEGATIVE COMMENTS OR REVIEWS.
- ADDRESS AND RESOLVE ISSUES PROFESSIONALLY.

FOLLOWER TRACKER

MONTH 1		
PLATFORM	FOLLOWER COUNT	NOTES

MONTH 2		
PLATFORM	FOLLOWER COUNT	NOTES

MONTH 3		
PLATFORM	FOLLOWER COUNT	NOTES



SERVICES OFFERED

MINISTRY & MARKETPLACE MASTERMIND

- *1-Hour One-On-One Monthly Coaching Sessions
- Weekly 1-Hour Exclusive Trainings, Group Strategy, and Accountability (Mondays at 6:30pm - CST)
- Replays available
- 1 FREE Course ("How to Run & Market Your Ministry, Brand, or Business")
- BONUS #1 - Free access to virtual meet-ups
- BONUS #2 - Ministry & Marketplace Marketing Plan & Workbook
- BONUS #3 - Access to "The Sisterhood Suite" Membership (Includes Video & Resources Vault & Sisterhood Hub Community)
- ADDED Feature - The Ministry & Marketplace Weekend Getaway (not included in the investment)

LEARN MORE
www.insideoutmediagroup.com



NEXT STEPS



I hope you enjoyed my **90-Day Ministry & Marketplace Planner!** Let's get you moving even further. Reach out via email with the ***Subject Line: Interested in the Ministry and Marketplace Mastermind*** or visit the link below to learn more and let's get you ready for your next level!

Talk soon!



info@insideoutmediagroup.com
www.insideoutmediagroup.com
