

Your 90-day plan for starting a new job

Timeframe	Action
Within 30 days	Perfect your elevator pitch. <i>Equip yourself with a succinct self-introduction for all the people you'll meet.</i>
	Learn existing processes and procedures. <i>Familiarise yourself with the company's systems, its products and its services. Analyse and review thoroughly, but don't offer your thoughts immediately.</i>
	Absorb information. <i>Schedule meetings with relevant team members to absorb some of the written and unwritten rules.</i>
	Start planning objectives. <i>Formulate some objectives and plans for development, but don't be hasty to execute them just yet. The time to diagnose and prescribe will come later.</i>
	Establish markers for success. <i>Establish key markers of success with your manager – this will be an important topic of review after three months.</i>
Within 60 days	Review your progress. <i>What were your key observations? Where will you be implementing new strategies and models? Are there any potential flight risks among your team?</i>
	Prioritise your tasks. <i>Prioritise the tasks and projects for you and your team – bear in mind your manager's expectations.</i>
	Put your plans in place. <i>Now it's time to start fleshing out your plans with your team. Produce a road map on how you're going to achieve them.</i>

	<p>Work with your team. <i>What are your team's individual motivations? How are they responding to you? Reflect on how better you can use this knowledge.</i></p>
Within 90 days	<p>Discuss plans and progress with your boss. <i>Discuss your plans for proposed changes. Try not to present problems and issues without potential plans to mitigate or resolve them.</i></p>
	<p>Review your personal performance. <i>How well are you settling into the role? How are you contributing to the company and your team? How are people responding to your changes?</i></p>
	<p>Review your team performance. <i>Review the first two months with your team. How successful has it been? How have they responded to your new leadership strategy and style?</i></p>
	<p>Delegate your plans. <i>Now is the time for you to collectively deliver. Give your team the autonomy to take charge of the team's plans and objectives.</i></p>
	<p>Communicate with your manager. <i>Review your progress with your manager. Have you reached those practical markers of success you outlined in the first month? Continue to plan pragmatically by establishing some further long term goals and objectives.</i></p>
	<p>Look ahead. <i>Develop a key understanding of the company KPIs and company strategy. Be familiar with the pipeline of future product/services. How can you add value?</i></p>