# 90 Days Plan

## 1. Check in with your manager
- Review progress
- Discuss next steps
- Discuss development needs

## 2. Establish your priorities

### Update your business priorities if needed
- Are there additional priorities you should focus on?
  - What other projects are taking place that you will need to be involved with?

### Are there additional priorities you should focus on?

- Is your team working on any new projects?

## 3. Plan the actions you need to take

### Early wins
- Start delivering early wins and improvement ideas
- Keep track of your early wins and ideas

### Tasks and projects
- Take on specific tasks or projects that will add value to the business and build your personal profile

## 4. Determine your deliverables (update this section regularly)

### New deliverables and priorities
- Discuss any new deliverables and priorities with your manager

### Plan for the first 90 days
- Plan and set deadlines for the activities you’ll need to complete in order to deliver key tasks

(Update your original 30 or 60 day plans where necessary)

## 5. Identify your development needs

### Groups, networks and events to join
- Join relevant groups, networks and events to expand your knowledge and network

### Personal development plan
- Work on your personal development plan and solicit feedback
- Track your progress and any additional questions you have