

the first 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

- Is your team working on any new projects?

Are there additional priorities you should focus on?

- What other projects are taking place that you will need to be involved with?

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

- Plan and set deadlines for the activities you'll need to complete in order to deliver key tasks

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