

Freebie

**YOUR FIRST 90 DAYS**

**TRICKS TO MAKING YOUR FIRST 90 DAYS ROCK!**

**MY INNER CREATIVE**



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THEARTOFBUJO

# Getting Started

BEFORE YOU START WORK

WHAT ARE THE KEY ACHIEVEMENTS NEEDED FROM YOUR POSITION DESCRIPTION?

WHAT IS YOUR ELEVATOR PITCH?

# First 30 Days

DATE:

## PRIORITIES

WHAT ARE YOUR PRIORITIES FOR THE NEXT 30 DAYS?

## KEY GOALS YOU WANT TO ACHIEVE

### TARGETS

### SUPPORT

PEOPLE TO ASK FOR SUPPORT, GUIDANCE OR ACCOUNTABILITY

### PROMPTS

- UNDERSTAND THE CULTURE
- BE A TEAM PLAYER
- MAKE A LIST OF QUICK WINS
- BOOK IN TIME WITH YOUR MANAGER

### ACTIONS

10 SMALL ACTIONS TO DO TO REACH YOUR GOAL. THINK OF SMALL, ACHIEVABLE ACTIVITIES FOR TAKING ACTION?

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### THINGS TO TALK ABOUT WITH YOUR MANAGER

- Strategic priorities
- the overall business plans
- What is your managers biggest challenges?
- cultural and political landmines
- what are considered key success factors?
- What priorities would you like me to focus on?
- What is their best mode for communication? How often should you formally catch up? Informal catch ups?
- What can you do to most help your manager in the next 90 days.

### MILESTONES

IF YOU ARE A REWARDS BASED PERSON – THINK OF SOME SMALL OR BIG REWARDS FOR YOU REACHING YOUR MILESTONES TOWARDS THIS GOAL

### NOTES

### ACCOMPLISHMENTS

DOE DATE

# Second 30 days

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### TARGETS

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### THINGS TO TALK ABOUT WITH YOUR MANAGER

- How are things tracking
- Do they have any feedback for you?
- Are there any priorities to focus on?

### SUPPORT

PEOPLE TO ASK FOR SUPPORT, GUIDANCE OR ACCOUNTABILITY

### PROMPTS

- CREATE RELATIONSHIPS
- LOOK AT TRAINING POSSIBILITIES
- ASSESS BUSINESS EFFICIENCIES

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### THINGS TO TALK ABOUT WITH YOUR MANAGER

- What would they like to see in the next 6 months
- Discuss your plans for goals, targets and team achievements
- Does your vision match the wider vision?

### SUPPORT

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GOAL

### PROMPTS

- RECORD YOUR ACHIEVEMENTS
- KEEP BUILDING RELATIONSHIPS
- START SETTING TEAM GOALS

### NOTES

### ACCOMPLISHMENTS