

MASTERING YOUR NEW CHAPTER

1	2	3	4	5	6	7	8	9
10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27
28	29	30	31	32	33	34	35	36
37	38	39	40	41	42	43	44	45
46	47	48	49	50	51	52	53	54
55	56	57	58	59	60	61	62	63
64	65	66	67	68	69	70	71	72
73	74	75	76	77	78	79	80	81
82	83	84	85	86	87	89	90	

Best Practices for Your
Successful Leadership
Transition and First 90 Days



30-60-90 DAY PLAN

30-60-90 DAY PLAN

30 DAYS

60 DAYS

90 DAYS

LEARNING GOALS

- ✓ Learn about the company's vision, mission, strategy & culture
- ✓ Understand the business, past triumphs, past failures
- ✓ Meet the manager & team, & understand their expectations

INITIATIVE GOAL

- ✓ Take a lead role in one of the important projects
- ✓ Meet all the customers and assess gaps & opportunities
- ✓ Develop a plan for quick fixes and long term priorities

PERFORMANCE GOAL

- ✓ Maintain the team's current output
- ✓ Focus on one difficult customer and turn him around
- ✓ Develop one new customer in alignment with business goals

KEY SUCCESS METRICS

Learning Goals

3.5

Met all the key people in the organization and participated in key trainings

Initiative Goals

5

Worked on 5 key projects & developed relationship with customers

Performance Goals

5%

Reconfigured resourcing on a few projects to deliver on cost savings

Learning Goals

3.5

Met and understood expectations from key members of the organization

30-60-90 DAY PLAN



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[30-60-90 DAY PLAN]



NAME OF EMPLOYER: Our Company Inc. NAME OF MANAGER: John Doe

30

JUNE 23RD

PRIMER:

This is the summary of the first month of work. What will you learn during this period?

THEME:

Learning Goals:

.....

Performance Goals:

.....

Initiative Goals:

.....

Personal Goals:



30 DAY PLAN

60

JULY 23RD

PRIMER:

This is the summary of the second month of work. What will you contribute in this period?

THEME:

Learning Goals:

.....

Performance Goals:

.....

Initiative Goals:

.....

Personal Goals:



60 DAY PLAN

90

AUGUST 23RD

PRIMER:

This is the summary of the third month of work. How will you become a leader in this period?

THEME:

Learning Goals:

.....

Performance Goals:

.....

Initiative Goals:

.....

Personal Goals:



90 DAY PLAN

[30-60-90 DAY PLAN]



LEARNING GOALS

- Formal Training
- Presentation Etiquettes
- Best activities to pursue
- Company goal
- Contribution from long-term success
- Benchmark influencers
- External influences (clients)

INITIATIVE GOALS

- Mission, vision and goals
- Complete milestone
- Understanding competition
- Creating new strategy
- Set up planning process
- New product creation
- Set change expectations
- Regular meetings

PERSONAL GOALS

- Organization structure
- HR Management
- Set change expectations
- Regular meetings
- Regular feedback loop
- Customer service
- Contribution from long-term success

PERFORMANCE GOALS

- Benchmark influencers
- External influences (clients)
- Establish key metrics
- Project management
- Demonstrate learning
- Company visions
- Establish key metrics
- Project management

[30-60-90 DAY PLAN]



90 DAY KEY GOAL: BECOME A TEAM LEADER

[30-60-90 DAY PLAN]



30 DAY - UNDERSTAND

This is the summary of the first month of work. What will you learn during this period?

01

**JUN
23RD**

Learning Goals:

Performance Goals:

Initiative Goals:

Personal Goals:

60 DAY - ASSESS

This is the summary of the second month of work. What will you contribute in this period?

02

**JUL
23RD**

Learning Goals:

Performance Goals:

Initiative Goals:

Personal Goals:

90 DAY - OPTIMIZE

This is the summary of the third month of work. How will you become a leader in this period?

03

**AUG
23RD**

Learning Goals:

Performance Goals:

Initiative Goals:

Personal Goals:

NEWS AND INSIGHTS



Learn more about executive search, talent acquisition and much more HR-related know-how.

[Our blog](#)

*Source: 30-60-90 day plan template