

Launching into your new job with your 30 / 60 / 90-day plan

Creating a good 30 / 60 / 90-day action plan for yourself can help ease the anxiety that comes with starting in a new role. This anxiety can come from the desire to make a good impression and prove that you are “worthy” of the role. Done right, your plan can help you have a powerful impact in your new role.

S

Specific

M

Measurable

A

Achievable

R

Relevant

T

Time-Bound

What is a 30 / 60 / 90-day action plan?

A 30 / 60 / 90-day plan lays out an organised vision for the first three months in your new role, with a focus on people, processes, procedures, and strategy. It sets you up for a smooth transition and establishes a positive impression. It also helps soften the learning curve and helps you understand the key people that support your success.



Why should you have a 30 / 60 / 90-day plan?

Creating an action plan organises your approach to your new job and sets you up for success. It shows:

- that you understand your new role
- a vested interest in the job and the company
- a solid work ethic, accelerating you as a valuable member.

Your connections and network are great sources of information regarding your new employer plus familiarising yourself with the company LinkedIn profile and website.

Discover → Plan → Execute

→ Discover

30
Days

Your goal should be to absorb as much information as possible about the company, your team and role, including:

- › Processes, procedures and corporate culture
- › Products, services and target markets
- › Team members hierarchy and corporate culture

→ Plan

60
Days

Begin to set goals, ask questions, gather feedback as you build relationships. Your team should know who you are, what you do and how you contribute to achieving company goals by:

- › Expanding your knowledge of the company clientele
- › Asking for feedback about your performance and adjust accordingly
- › Contributing to team meetings to help solve problems.

→ Execute

90
Days

During the last 30 days, your goal is to obtain any final feedback needed on your plans to improve and implement new processes and procedures and your strategy for moving forward. Remember, it's called a 30 / 60 / 90-day action plan.

By this stage you should be:

- › Aligning with the company's long term goals & strategies
- › Continuing to build your professional relationships
- › Speaking with confidence and certainty with colleagues and management
- › Finding ways to actively contribute to meetings, decisions or processes.

Now, it's time to execute your plan!

Your sample plan

→ First 0-30

30

Days

- Format
- Content
- Discover
- Identify
- Define

- › Title: 30 / 60 / 90-Day Action Plan, include company logo
- › Prepared by / Prepared for / date
- › Meet with your manager to set priorities
- › Attend orientation, trainings and learn procedures
- › Absorb culture, vision, mission, other departments and industry
- › Develop rapport with leadership
- › Begin to develop a strategic approach to the position.

→ Next 31-60

60

Days

- Plan
- Strategize

- › Refine your strategy based on first 30 days' insights
- › Set the goals & identify improvements
- › Clarify existing strengths
- › Meet with manager to refine measures of success.

→ Final 61-90

90

Days

- Execute
- Revise

- › Communicate plan to manager/organisation
- › Connect plan to respective teams and team members
- › Meet with manager to communicate next steps.

Remember, your goal is maximising your first 90 days!

30 / 60 / 90-day plan template

Tasks Days 1-30 Discover, Identify, and Define	Finish date	Y / N
Tasks Days 31-60 Plan and Strategize	Finish date	Y / N
Tasks Days 61-90 Execute and Revise	Finish date	Y / N