

30 60 90 day job plan

Set yourself up for success to achieve your long term goals



my **career** habit

MAKE YOUR JOB WORK FOR YOU



30 60 90 day job plan: Three priorities

Controlling the controllables

30 60 90 day job plan template focuses you on what you can control. Making a great first impression isn't always about the work you do. Think about the softer side of your new role with this simple one page plan to keep you on track.

Let's assume that you are technically great at your new role. You might be an accountant, or a Service Delivery Manager. Hitting the ground running is something you do, but the relationships with the people you work with aren't always a priority.

Use this 30 60 90 day job plan to keep you focused on doing the work and building the relationships that will make you a long term success.

BAU may take over really quickly or you might be plunged into fighting fires. You might even decide to carry all of your heavy baggage from your previous role, into your new role. The 30 60 90 day job plan will help to keep you on track, making friends and building allies, so you can progress towards your career goals.

Remember, **your success at work isn't about the work you do.**

1. It's not what you know, but who you know (and how well you know them)

To be successful in your new role you are going to need to build allies, make friends and have broad connections. Otherwise known as networking. If that gives you a cold shiver, get over yourself, I'm sure you have friends and know people. Apply the same approach to getting to know people at work, but make it a priority.

2. The first thing you do should be great, it will be the thing people remember

It is difficult to shift first impressions. You got the job, so you made a good first impression. Now you need to do that in the new gig, that means making sure the first thing you do is something great. If people see you do something great, they'll assume that you are great.

3. Manage and set expectations

Expectations are crucial in a role. Be 100% clear on your manager's expectations. Success will be judged by your manager. People are often terrible communicators, find out what your manager wants and deliver it. Don't wait for your manager to tell you what they want. Be careful that you don't set the wrong expectations about yourself.

30 60 90 day plan on a page: Instructions



<p>Leave on good terms</p>	<p><input type="checkbox"/> Network – tell your story – now is your best chance to connect, once you leave it will be difficult to maintain. Connect with colleagues to build and maintain your network.</p>	<p><input type="checkbox"/> LinkedIn recommendations – identify one or two senior people you can ask face-to-face before leaving. Recommendations are a great brand builder.</p>	<p><input type="checkbox"/> Lessons learnt – take the opportunity to reflect on your current role – your achievements, opportunities for improvement – and update your CV to reflect this.</p>	<p>WARNING handover can become a lastminute panic, do your best, but remember you need to ensure you build and maintain your network before leaving.</p>
<p>Prepare for the next role</p>	<p><input type="checkbox"/> Network – use LinkedIn to identify any 1st degree or 2nd degree connections in your new role. If they are 2nd degree, ask the mutual contact to connect.</p>	<p><input type="checkbox"/> Review notes for and from interviews – go back to your research on the role and your manager. Be ready to go on day one.</p>	<p><input type="checkbox"/> Let go of the previous role – your work is done, move on. If you need to burn something do that.</p>	
<p>1st day – first impressions</p>	<p><input type="checkbox"/> Names – you will get introduced to a lot of people. BE PREPARED to remember their names. This is the BEST thing you can do, people’s favourite word is their name. It is so unexpected that you will remember that you will immediately make a great first impression.</p>			<p>First days generally have a lot of admin, so don’t stress, if you manage the names you are doing well.</p>
<p>1st week – Be great</p>	<p><input type="checkbox"/> Do something great – if the first thing you do at work is great, people will believe you are great. Identify it early and knock it out of the park.</p>	<p><input type="checkbox"/> Allies – identify key people who need to be your allies, often this is the EA, Team Assistant they know how everything works and are connected to internal networks.</p>	<p><input type="checkbox"/> Meet your team – have the one-to-ones and work out who could become a work friend. Have a plan in place for your reports to give them confidence.</p>	<p>WARNING don’t fall into the trap of working long hours. You will set the expectation that that is what you do and it will give you nowhere to go..</p>
<p>1st month – Make friends</p>	<p><input type="checkbox"/> Do something great – make sure you have achieved this in your first month.</p>	<p><input type="checkbox"/> Make friends - who you know and how well you know them will make your job easier, and impress your boss.</p>	<p><input type="checkbox"/> Be an arsehole – you will be getting exposed to more stakeholders and tasks, making friends doesn’t mean you can’t say no. Don’t let people take advantage of you by committing you into the work they should be doing themselves.</p>	
<p>2nd month – Manager expectations</p>	<p><input type="checkbox"/> Manager expectations– your manager and their view of you is key, hopefully you used the interview process to get a clear idea of what they see as success. By month two they should have checked-in, if not make sure you are meeting (if not exceeding) their expectations</p>		<p><input type="checkbox"/> Social activities.- are there social activities your team does, department or in the organisation that you can participate in? Work isn’t just about work, find ways to connect with your new colleagues so they can see how great you are.</p>	
<p>3rd month – complete the plan</p>	<p><input type="checkbox"/> Names– remembered names. <input type="checkbox"/> Something great – you did, it was awesome</p>	<p><input type="checkbox"/> Allies – the EA loves you. <input type="checkbox"/> The team – connected and aligned</p>	<p><input type="checkbox"/> Make friends – you know people. <input type="checkbox"/> Be an arsehole – people know you’re streetwise.</p>	<p><input type="checkbox"/> Manager expectations – exceeding. <input type="checkbox"/> Social activities – you are a great person.</p>

30 60 90 day plan on a page: My plan



<p>Leave on good terms</p>	<input type="checkbox"/> Network – Names of people I will connect with before I leave: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____	<input type="checkbox"/> LinkedIn recommendations – Senior people I will ask for a recommendation: 1. _____ 2. _____	<input type="checkbox"/> Lessons learnt – I will spend an hour documenting my achievements and lessons learnt on: Date & time: _____	<p>WARNING handover can become a lastminute panic, do your best, but remember you need to ensure you build and maintain your network before leaving.</p>	
<p>Prepare for the next role</p>	<input type="checkbox"/> Network – 1 st /2 nd degree linkedin connections: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____	<input type="checkbox"/> Review notes for and from interviews – I will review my notes on: Date & time: _____	<input type="checkbox"/> Let go of the previous role – ceremonial burning of previous role: Date & time: _____		
<p>30 days</p>	<p>1st day – first impressions</p>	<input type="checkbox"/> Names – practice remembering names and on the first day remember the mantra “I will remember your name”.			
	<p>1st week – Be great</p>	<input type="checkbox"/> Do something great – great possibilities identified: 1. _____ 2. _____ 3. _____	<input type="checkbox"/> Allies – key people: EA/TA name: _____ Who else are key influencers? 1. _____ 2. _____ 3. _____	<input type="checkbox"/> Meet your team – scheduled one-on-one’s with team: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____	
	<p>1st month – Make friends</p>	<input type="checkbox"/> Do something great – I did this great thing: _____	<input type="checkbox"/> Make friends - who are my new friends at work 1. _____ 2. _____ 3. _____	<input type="checkbox"/> Be an arsehole – who and when did you say no? 1. _____ 2. _____ 3. _____	
<p>60</p>	<p>2nd month – Expectations</p>	<input type="checkbox"/> Manager expectations – One-on-one’s with my manager: 1. _____ 2. _____		<input type="checkbox"/> Social activities. - Social groups identified: 1. _____ 2. _____	
<p>90</p>	<p>3rd month – complete the plan</p>	<input type="checkbox"/> Names – remembered names. <input type="checkbox"/> Something great – you did, it was awesome	<input type="checkbox"/> Allies – the EA loves you. <input type="checkbox"/> The team – connected and aligned	<input type="checkbox"/> Make friends – you know people. <input type="checkbox"/> Be an arsehole – people know you’re streetwise.	<input type="checkbox"/> Manager expectations – exceeding. <input type="checkbox"/> Social activities – you are a great person.



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Need some help building
your plan?

Want something more
sophisticated for your role?

Reach out to us for a coaching session to help
accelerate your progress.

*“Steve has been an instrumental guiding
force for me since our first contact. Full of
honest advice and insights he helped me
decide exactly what I wanted to do, then
guided me with how to get there.”*

TP Melbourne

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