



Plan your first 90 days

Leadership Dimensions

Developing capability

Building your 90-day plan

1. Develop your 90-day plan in 3 x 30-day segments.
2. Build momentum through three steps of **Analysis**, **Planning** and **Action**.

Your first 30 days - Analysis

"...learning should be a primary focus of your plan for your first 30 days on the job."¹

- Conduct a systematic programme of learning about yourself and your new role - through conversations, interviews and meetings.
- Reflect on what you have learned and identify critical or strategic actions that need to be included in your transition plan.
- Identify opportunities for easy wins.²

Your next 30 days - Planning

- Focus on building your team.
- Finalise your plan for your 90-day transition.

Your final 30 days - Action

- Act to ensure success for your transition programme.

Tips

1. Be open to suggestions and feedback.

This will help you develop a more comprehensive set of actions as well as build effective communication channels.

As an added bonus, openness also demonstrates your approachability and fosters the building of healthy work relationships.

2. Use trusted advisors to test your actionable leadership priorities.

3. Remember the 80/20 rule. Do not put in unneeded effort.

There is a place for perfectionism, but for most activities, there comes a stage when there is not much to be gained from putting extra effort into it. Save perfectionism for the tasks that need it.

4. Finally, always follow-up, measure, and check to see if the actions are doing what is required.

You need to self-check – "do you consistently follow through on your most important action?"

¹ Michael Watkins, *The First 90 Days: Critical Success Strategies for New Leaders at All Levels*. Harvard Business School Press, 2003. p.49.

² "As you look for ways to create momentum, keep in mind that the actions you take to get early wins should do double duty. Plan your early wins so that they help you build credibility in the short run **and** lay a foundation for your long-term goals." Ibid. p. 85.

Develop your action plan for the first 30 days of your leadership transition

Track status - **N** for Not started ~ **P** for Partially completed ~ **Y** for Completed

Focus of your actions	Action	Desired Outcome	Comments & Notes	Target Date	Date completed	Status
Yourself						
Your Team						
Early Wins						
Your leader						

Develop your action plan for the first 60 days of your leadership transition

Track status - **N** for Not started ~ **P** for Partially completed ~ **Y** for Completed

Focus of your actions	Action	Desired Outcome	Comments & Notes	Target Date	Date completed	Status
Yourself						
Your Team						
Early Wins						
Your leader						

Develop your action plan for the first 90 days of your leadership transition

Track status - **N** for Not started ~ **P** for Partially completed ~ **Y** for Completed

Focus of your actions	Action	Desired Outcome	Comments & Notes	Target Date	Date completed	Status
Yourself						
Your Team						
Early Wins						
Your leader						