



The 30-60-90 Day Plan *(Starting a New Job)*

Starting a new job comes with a multitude of emotions, some good and some bad. Fortunately, the wonders of organization come to the rescue, yet again, as the transition is eased through the 30/60/90-day plan.

An unfamiliar routine, or lack of a routine altogether, can cause for added stress as well as the growing pressures to impress and succeed at the new position. Although your stress may build for a variety of reasons, getting organized always alleviates the nervous tension at the hip of getting started.

A plan of any sort provides us with a tangible version of where we are going and where we want to be, all while tracking our progress and achievements along the way. By planning out your goals of the first 30, 60, and 90 days on the job, you have created your own vision and you are sure to take advantage of your full potential as a new hire.

Below are some goals to consider as for each stage:

30 days-Learning Stage

- Understand your boss's expectations of you
- Set small and achievable goals of their role.
- Begin forming professional relationships with coworkers.
- Learn about your customers and clients.
- Investigate the overall company culture



60 Days- Adding the YOU (Once you have taken time to fully assess the company, begin adding your strengths to the equation)

- Brainstorm the ways in which your own personal touch can accelerate company growth
- You may have started with listening much more than talking, which is recommended. By this stage, begin leveling out the playing fields by contributing to the conversation
- Become more versatile by taking on some tasks outside of your set responsibilities. Take on slightly bigger problems or projects to generate important

90 Days

- You should know your employer well enough to know to be proactive when it comes to company happenings
- Build Relationships with key internal and external stakeholders
- Introduce plans and recommendations for tackling bigger problems
- Gain perspective on what key customer think about the company