

My first ninety days

START DATE	DAY 90	MANAGER
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NAME	ROLE	COMPANY
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1 Week one

ask these of several people, separately

- ☐ What should be happening that is not?
- ☐ What wastes your time?
- ☐ Who do you go to when you are stuck?
- ☐ What should I know that nobody would think to tell me?
- ☐ To my manager: what does a good version of this role look like in six months?

2 By day 14, 30, 60 and 90

BY WHEN	WHAT I WILL HAVE DONE

3 Everything that confused me

you can only see this for about three weeks

WHY RUN YOUR OWN ONBOARDING

In a small business there is usually no onboarding programme.

Your first month is the only period in which you can ask anything without it costing you anything.

Contributing early buys the standing to ask harder questions later.

Almost nobody asks what a good version of the role looks like.

Write your own plan and send it. One page: here is what I understand my priorities to be for the first ninety days, is this right? Most managers will correct it, which is exactly what you want.