

Starting a new role—whether it's a new company, department, or position—is one of the most critical times in your career. The first 90 days are your opportunity to listen, learn, and demonstrate value. This planner provides a simple structure to help you ramp up strategically, build relationships, and establish credibility from day one. Use this tool to guide your actions, track your progress, and reflect along the way.

Step 1: Define Your Transition Goals

Think about what you hope to accomplish in your first 90 days. These may include knowledge you want to gain, relationships you want to build, problems you hope to solve, or outcomes you aim to deliver.

What are the top 3–5 goals that will define success in your transition?

1. _____
2. _____
3. _____
4. _____
5. _____

Step 2: Build Your Relationship Map

Success in any new role depends on the people you work with. Identify key individuals whose support, input, or partnership will help you succeed. This includes your manager, peers, direct reports, and cross-functional collaborators.

List at least 5–8 people you need to connect with early in your role.

| Name | Role | Why this relationship matters |
|------|------|-------------------------------|
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Step 3: First 30 Days – Learn and Observe

Focus on absorbing information, listening, and observing. Learn the culture, understand your team and goals, and get context before acting.

Suggested Focus Areas:

- Understand your team's responsibilities, challenges, and goals
- Learn key systems, processes, and reporting structures
- Conduct one-on-one meetings with key stakeholders
- Observe meetings and team dynamics
- Document what's working and where there might be opportunities

Top Priorities or Actions:

1. _____
2. _____
3. _____

Step 4: Days 31–60 – Start Contributing

Now that you've built context, begin contributing meaningfully. Look for opportunities to take ownership, solve problems, or add insight in ways that align with your role.

Suggested Focus Areas:

- Take ownership of small but impactful responsibilities
- Participate actively in meetings and team discussions
- Look for early wins—quick projects or fixes that demonstrate value
- Share your observations with your manager and ask for feedback

Top Priorities or Actions:

1. _____
2. _____
3. _____

Step 5: Days 61–90 – Lead and Deliver

It's time to establish your voice and demonstrate leadership. Begin executing with more autonomy, leading projects, and reinforcing the value you bring.

Suggested Focus Areas:

- Take ownership of a key deliverable or project
- Share your ideas for improving systems or solving problems
- Continue strengthening team and stakeholder relationships
- Identify your development areas and set longer-term goals

Top Priorities or Actions:

1. _____
2. _____
3. _____

Transition Reflection

Use this section to evaluate what you've learned and accomplished, and to prepare for what comes next.

Reflection Questions:

- What have I learned so far?
- What relationships have I built?
- What's working well?
- Where do I need support or adjustment?
- What should I prioritize moving forward?

