

90-DAY SUCCESS PLAN

30 DAY PLAN

- Establish relationships with team members, peers, and senior management through one-on-one meetings and informal conversations.
- Develop a basic understanding of the organization's culture, values, and goals.
- Familiarize yourself with the team's ongoing projects, including milestones and timelines.
- Work with your supervisor and team to establish an initial plan for your first 90 days, which includes identifying key areas of focus and opportunities for improvement.
- Schedule regular check-ins with your supervisor to discuss your progress and any feedback or concerns.

60 DAY PLAN

- Collaborate with other managers to identify areas of overlap and develop a cohesive vision for the unit/organization.
- Work with your supervisor and team to refine the plan for the next 60 days, focusing on specific deliverables and goals.
- Establish regular team meetings to track progress and address any challenges.
- Develop a communication plan to keep team members and stakeholders informed about ongoing projects and progress.
- Identify any training opportunities or resources that can help you and your team improve performance.

90 DAY PLAN

- Evaluate progress made during the first 60 days and adjust your plan as needed.
- Establish measurable goals and targets for the next 30 days, aligning them with the unit's overall objectives.
- Create a culture of continuous learning and development, providing opportunities for professional growth and mentorship.
- Regularly recognize and reward team members for their contributions and accomplishments.
- Foster a positive and supportive work environment to encourage collaboration and innovation.