

📌 Quick Leadership Tips

- ✓ **Listen more than you speak** – Your team’s insights are invaluable.
- ✓ **Set clear expectations from day one** – Ambiguity creates confusion.
- ✓ **Build relationships with key stakeholders** – Your success depends on collaboration.
- ✓ **Take action, but don’t rush major changes** – Observe first, then lead.
- ✓ **Be open to feedback & continuous learning** – Leadership is a journey, not a destination.

30/60/90-Day Leadership Plan

📍 First 30 Days: Observe, Learn, and Build Relationships

- ✓ **Meet Your Team (1-on-1s)** – Understand their roles, strengths, challenges, and what motivates them.
- ✓ **Understand Company Goals & Culture** – Align with organizational priorities and leadership expectations.
- ✓ **Assess Team Performance** – Identify strengths, skill gaps, and immediate opportunities for improvement.
- ✓ **Develop a Simple Communication Plan** – Set expectations for meetings, updates, and availability.
- ✓ **Focus on Listening & Earning Trust** – Ask questions, observe, and avoid making major changes too

◆ Key Actions:

- ✓ Schedule 1-on-1 meetings with direct reports.
- ✓ Identify key stakeholders and introduce yourself.
- ✓ Read past performance reports and team feedback.
- ✓ Develop a system to track goals and priorities.

💡 **Leadership Tip:** *Build relationships before making major decisions. Listen first, act second!*

📍 Days 31-60: Set Expectations & Take Action

- ✓ **Define Clear Goals & Expectations** – Clarify team objectives and individual responsibilities.
- ✓ **Strengthen Team Communication** – Implement structured check-ins and feedback loops.
- ✓ **Provide Constructive Feedback** – Use the SBI Model (Situation-Behavior-Impact) to ensure clarity.
- ✓ **Address Performance Issues & Quick Wins** – Implement small, meaningful improvements.
- ✓ **Recognize & Reward Achievements** – Celebrate small wins to foster engagement and motivation.

◆ Key Actions:

- ✓ Announce short-term goals and priorities.
- ✓ Conduct team meetings to align expectations.
- ✓ Introduce structured feedback and performance tracking.
- ✓ Recognize and appreciate contributions publicly.

💡 **Leadership Tip:** Consistency is key! Clear expectations drive accountability and team success.

📍 Days 61-90: Strengthen & Optimize Leadership

- ✓ **Refine Team Processes & Workflows** – Remove inefficiencies and implement best practices.
- ✓ **Enhance Team Collaboration** – Encourage cross-functional teamwork and knowledge sharing.
- ✓ **Identify & Develop Future Leaders** – Start mentoring high-potential employees.
- ✓ **Conduct Performance Reviews & Career Discussions** – Align individual growth with team goals.
- ✓ **Seek Feedback from Your Own Leadership & Peers** – Continuous learning improves leadership impact.

◆ Key Actions:

- ✓ Establish a leadership development pipeline.
- ✓ Review team performance and refine long-term strategies.
- ✓ Create a feedback-friendly culture.
- ✓ Solidify your leadership identity and vision.

💡 **Leadership Tip:** *By day 90, position yourself as a leader who drives results.*

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