What Every New Leader Must Know in Their First 90 Days

Welcome to leadership! Your first 90 days set the foundation for your success. Use this guide to establish trust, set expectations, and create a high-performing team.

### 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.

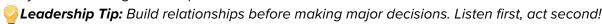
# 30/60/90-Day Leadership Plan

### 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.



## **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.



# 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.

