

30 60 90 day plan on a page: My plan



<p>Leave on good terms</p>	<input type="checkbox"/> Network – Names of people I will connect with before I leave: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____	<input type="checkbox"/> LinkedIn recommendations – Senior people I will ask for a recommendation: 1. _____ 2. _____	<input type="checkbox"/> Lessons learnt – I will spend an hour documenting my achievements and lessons learnt on: Date & time: _____	<p>WARNING handover can become a lastminute panic, do your best, but remember you need to ensure you build and maintain your network before leaving.</p>	
<p>Prepare for the next role</p>	<input type="checkbox"/> Network – 1 st /2 nd degree linkedin connections: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____	<input type="checkbox"/> Review notes for and from interviews – I will review my notes on: Date & time: _____	<input type="checkbox"/> Let go of the previous role – ceremonial burning of previous role: Date & time: _____		
<p>30 days</p>	<p>1st day – first impressions</p>	<input type="checkbox"/> Names – practice remembering names and on the first day remember the mantra “I will remember your name”.			
	<p>1st week – Be great</p>	<input type="checkbox"/> Do something great – great possibilities identified: 1. _____ 2. _____ 3. _____	<input type="checkbox"/> Allies – key people: EA/TA name: _____ Who else are key influencers? 1. _____ 2. _____ 3. _____	<input type="checkbox"/> Meet your team – scheduled one-on-one’s with team: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____	
	<p>1st month – Make friends</p>	<input type="checkbox"/> Do something great – I did this great thing: _____	<input type="checkbox"/> Make friends - who are my new friends at work 1. _____ 2. _____ 3. _____	<input type="checkbox"/> Be an arsehole – who and when did you say no? 1. _____ 2. _____ 3. _____	
<p>60</p>	<p>2nd month – Expectations</p>	<input type="checkbox"/> Manager expectations – One-on-one’s with my manager: 1. _____ 2. _____		<input type="checkbox"/> Social activities. - Social groups identified: 1. _____ 2. _____	
<p>90</p>	<p>3rd month – complete the plan</p>	<input type="checkbox"/> Names – remembered names. <input type="checkbox"/> Something great – you did, it was awesome	<input type="checkbox"/> Allies – the EA loves you. <input type="checkbox"/> The team – connected and aligned	<input type="checkbox"/> Make friends – you know people. <input type="checkbox"/> Be an arsehole – people know you’re streetwise.	<input type="checkbox"/> Manager expectations – exceeding. <input type="checkbox"/> Social activities – you are a great person.