

YOUR 30-, 60-, AND 90-DAY GAME PLAN FOR CAREER SUCCESS IN TODAY'S LEANER WORKFORCE



With companies accustomed to doing more with less, every team member is critical to an organization's performance—and the time it takes to on-board a new employee can seriously eat into productivity. Gone are the days when you could take your time settling in at your new job. The stakes are higher, and the expectations are greater for you to quickly get up to speed.

30 DAY GAME PLAN

Get off on the right foot



Do your homework

Read your company's website content and related industry articles—especially if the industry is new to you. Your knowledge gap will fill in fast!



Be part of the team

They are investing in you, because everyone must succeed for anyone to succeed. Get to work and to meetings on time, knowing as much as you can about your team.



Invest your time in research

What are your new company's overall plans, and how do you and your department fit into them? Showing up a little early each day will give you the time to learn.



Leave your last job at your last job

Whether positive or negative, keep "last job" comments to yourself. Set the past aside. You have a clean, blank slate, so be flexible and open to the changes ahead.



Make communication a big deal

Give a timely response to emails, even if you don't have answers—providing a timeframe for completing requests. Schedule regular meetings to stay on top of projects.



60 DAY GAME PLAN

Show your team that you respect their time



Be resourceful

By your second month you should be less and less dependent on your co-workers. Display independence when it comes to troubleshooting computer and database issues, and internal problem solving.



Know who's who and what's what

Know who the key players are in your organization. Start to understand the core responsibilities and objectives of each internal department. Print and study org charts.



Solidify your core responsibilities

You may see potential opportunities other than the ones you were hired for, but don't give your team any inkling that you are not in the moment, or in the project at hand.



Build your credibility

After two months at your new job, there should be no doubt in your manager's mind that you were the right hire. Look for opportunities that promote your credibility.



Don't rush to judgment

It's easy to spot areas that need improvement, but hold off until you know the history. While you might be hoping for a pat on the back for your fresh insight, you could, instead, step on the wrong toes.

Does it seem as though you've been going at full speed, without ever taking your foot off the gas pedal? That's simply the way of today's leaner workforce—*it's constantly accelerating.*



90 DAY GAME PLAN

For the win!

Checkpoints
Your "velocity to success" game plan should include continual feedback:

- Meet with your manager from day one to understand expectations
- Quickly get to know the people and perspectives of your new company
- Develop in-network allies—work together to further your team's goals
- Take the pulse of your performance, according to your team's objectives

Accelerate your learning



By 90 days, you should be more ask than problem; more advantage than burden. Identify weak areas and ask your team and manager to weigh in on areas for improvement.

Schedule a voluntary review



Look for honest feedback of ways to improve your performance in order to help the team, and the organization.

Team build



Any opportunity to be one of the team will never be wasted. If your company is sending boxes to deployed soldiers, be the first to arrive and the last to leave. **Bring pizza.**

Build on the momentum

You've hustled these past three months. You've demonstrated awareness and respect of established working relationships and successfully taken ownership of the critical role you play in a lean work environment.

NOW, TAKE YOUR 90-DAY FOUNDATION AND GO FORWARD—MANAGING YOUR CAREER WITH CONFIDENCE.