

the first 30 DAYS PLAN

1 Check in with your manager

- Overview of the business, priorities and relevant projects
- Short and long-term goals
- Expected outputs over first three months

2 Establish your priorities

List top business priorities

How does your role support these?

3 Plan the actions you need to take

Meeting with manager

Meeting with colleagues

Early wins – opportunities

Business culture and
networking

4 Determine your deliverables (update this section regularly)

Analyse your current
situation, problems and
opportunities

Plan for the first 30 days

5 Identify your development needs

Marketplace

Customers

Products and services

Key systems and
processes