

# 30-60-90 Day New Job Plan

A structured roadmap to help you start strong and make a lasting impression in your first three months.

## Days 1–30: LEARN

Focus on understanding. Your goal is to absorb as much as possible — the company, the team, the systems, and your role.

### Core Objectives:

- Complete all onboarding and HR paperwork
- Learn the names and roles of your immediate team members
- Understand your key responsibilities and performance expectations
- Study the company's products, services, clients, and competitors
- Learn the tools, systems, and processes used in your department
- Identify your manager's preferred communication style
- Ask plenty of questions — this is the time when it's most expected

### My 30-Day Goals:

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## Days 31–60: CONTRIBUTE

Now that you understand the basics, start adding value. Look for ways to apply your skills and show initiative.

### Core Objectives:

- Take ownership of at least one project or ongoing responsibility
- Build stronger relationships with colleagues and stakeholders
- Identify gaps or inefficiencies you could help improve
- Request a feedback check-in with your manager at the 30-day mark
- Set 3 specific goals for the next 30 days with your manager
- Begin contributing ideas — not just executing tasks

### My 60-Day Goals:

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## Days 61–90: ACCELERATE

You've learned, contributed, and built trust. Now it's time to demonstrate your impact and plan your growth.

### Core Objectives:

- Deliver a measurable result or complete a significant project
- Schedule a formal 90-day review with your manager
- Share your key wins and lessons learned
- Propose a development plan: skills you want to build, goals for the next 6 months
- Strengthen your professional network internally and externally
- Continue building your personal brand within the organisation

**My 90-Day Goals:**

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