

# 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