

the first 60 DAYS PLAN

1 Check in with your manager

- Discuss plan for the first three months
- Agree next steps

2 Establish your priorities

Revisit your understanding of business priorities

Identify the top three areas you can influence

3 Plan the actions you need to take

Key stakeholders

Meetings

Shape your strategy

Areas you can make
positive changes

4 Determine your deliverables (update this section regularly)

New deliverables and priorities

Plan for the first 60 days
(update your original 30 day
plan where necessary)

5 Identify your development needs

Mentor

Skills and knowledge
assessment

Accomplishments