

the first 90 DAYS PLAN

1 Check in with your manager

- Review progress
- Discuss next steps
- Discuss development needs

2 Establish your priorities

Update your business priorities if needed

Are there additional priorities you should focus on?

3 Plan the actions you need to take

Early wins

Tasks and projects

4 Determine your deliverables (update this section regularly)

New deliverables and priorities

Plan for the first 90 days (update your original 30 or 60 day plans where necessary)

5 Identify your development needs

Groups, networks and events to join

Personal development plan