

30/60/90 Day Plan and Tips to be Proactive

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30/60/90 Day Plans

Objectives

Tasks

Achievements

“

...a lot can be boiled down to
[1] make a 90 day plan and
[2] communicate.

”

— Amazon Review (The First 90 Days)

Days 1 – 30

Purpose

To learn about the company, industry, services, competition, organizational structure and politics, my new role, etc.

Days 1 – 30

Tasks

- ☐ Traditional onboarding: computer, passwords, internet access, keys, forms filled out, etc.
- ☐ Meet the team (take notes!)
- ☐ Ask questions to understand your customers (internal customers, paying customers, etc.)

Days 1 – 30

Tasks

- ☐ SWOT [Strengths | Weaknesses | Opportunities | Threats] of company (aka: industry analysis)
- ☐ Boss clarification meeting: your role, their goals, future of company and department, etc.
- ☐ Products/Services analysis (internal and external) – what do others perceive?

Days 1 – 30

Tasks

- ☐ Define communication preferences and systems – how to communicate most effectively
- ☐ Define culture

Days 1 – 30

Vision (The End)

I have a good understand of why my company exists, how we got to where we are, what our goals are, and how my department and my role contribute to the future. I know my coworkers and am meeting others in my company, my customers, and other important people.

Days 31 – 60

Purpose

Transition from learning and observing to injecting your skills, talents, etc.
Contributing, now that you understand “the landscape.”

Days 31 – 60

Tasks

- ❑ **Redefine your role (with new perspective)**
- ❑ **Map out projects you are aware of**
 - ❑ Sole projects vs. team projects?
 - ❑ Impact on company, customers, \$, etc.?
- ❑ **Get some personal wins**

Days 31 – 60

Tasks

- ☐ Define how others perceive you (your brand)
- ☐ Look for (identify) leadership/volunteer opportunities that
 - ☐ You can fill, or
 - ☐ Are left unfilled (identify a need)

Days 31 – 60

Vision (The End)

People know who I am, I've settled into my role (what I was hired to do), I understand my department goals and projects, and I am making progress. I have all of my tools set up and am productive.

Days 61 - 90

Purpose

Proactively identify future strategy and your role within the company. Where can you add value, how do you want to be known/positioned, what improvements do you want to work on, etc.

Days 61 - 90

Tasks

- ☐ Assess skills needed vs. skills you have (what do you need to improve?)
- ☐ Meet with boss for informal review and feedback
- ☐ Define accomplishments

Days 61 - 90

Tasks

- ☐ Define opportunities you should, or want to, work on (**B**ig **H**airy **A**udacious **G**oals?)
- ☐ What work/volunteer opportunities (needs) are there outside of your department
- ☐ Define how you are contributing to the culture

Days 61 - 90

Tasks

- ☐ Define work flow (how things are done)
 - ☐ Inputs
 - ☐ What you do (actions)
 - ☐ Outputs
- ☐ Follow-up on your old job and renew relationships as appropriate

Days 61 - 90

Vision (The End)

I understand the company's goals, objectives and visions. I know my place, where I can contribute, and what the opportunities are for me. I am actively working towards long-term goals while ensuring my expected tasks are completed. I am methodical and strategic.

“

Resist the urge to make changes from **Day One**. I think the most important thing is to first understand (or create) **a vision** that is simple, focusing more on defining the mission rather than the tactics.

”



— Peter Osborne

“

Spend time getting answers to some core questions: How can I **help** you? What should we **STOP** doing? What should we **START** doing? What's the best idea this group has had where better execution would have made a **huge difference** in our success?

”



— Peter Osborne

“

Bring everyone together asking each person to bring a **best practice** from inside or outside the company. Discuss all the ideas in a **safe** environment.

”



— Peter Osborne

“ As a group, **prioritize** the ideas in two ways (EASY/FAST EXECUTION to HARD/LONG EXECUTION, and LOW IMPACT to HIGH IMPACT) and **decide** which you're going to tackle first, and which ones can go on the back burner.”



— Peter Osborne

“

Taking ownership from day one is so important because without it you are leaving your fate in the hands of the company's process, which [can] be a stumbling block to your success.

”



— Nicola James

“

There are three types of people in the world: (1) those who make it happen; (2) those who watch it happen; (3) and those who say "what happened?"

”



— Nicola James

“

Figure out the **real** org chart. In other words, not what HR gives you but where the power **really** resides and who **really** makes everything happen. [Make] this a priority.

”



— Nicola James

“

Figure out the political landscape as soon as possible. There are always politics. You don't need to *play the game* but you need to be **smart enough** to not get burned before you have established **independent credibility**.

”



— Nicola James

“

Research company products and services, independently, and how they are perceived in the market. You probably did this before interviewing but now more than ever, learn as much as you can.

”



— Nicola James

Questions to ask:

- What do we as a company do well?
- What have we historically NOT done well?
- Any recent glowing successes or painful black eyes to be aware of when I make new suggestions?



— Nicola James

More questions:

- What specific thing do you **MOST** want me to accomplish successfully in my first year on the job?
- What do you **NOT** want me to do?
- What did my predecessor do well and what did they do that I should **NOT** repeat?



— Nicola James

“

If you've ever wanted to drop any bad habits, try a new approach, or change your image, **now is the time to do it.**

”



— Christine Dennison

Get to know the corporate culture. Be observant of the style of the organization. Does everyone put everything in writing? Nothing in writing? Meetings all day? No meetings? Are you expected to operate independently or do you have to get everything approved?



— Christine Dennison

Pay attention to the grapevine. Be a good listener, but not a gossip or rumor-spreader. Be willing to share facts; become known as a good, reliable, honest source. Being tapped into the unofficial line of communication is a critical part of getting things done.



— Christine Dennison

“

Find out how your boss likes to communicate. Because a key part of your job is to make your boss successful, you will want to get off to a good start by establishing an effective pattern of communication.

”



— Christine Dennison

Include stress-reducing activities in your new routine. Expect to spend extra time at work in the beginning to be able to absorb all that new information quickly. Don't get trapped into a burnout level of performance. You will be most productive, creative, and happy if you take the time to clear your head every day.



— Christine Dennison

“

It's what the new employee does
BEFORE reporting for that first
day that sets the stage to hit the
ground running.

”



— Tom Oser

“

[Personal onboarding is a] great topic considering how much time is spent on making the best hire and the **high number** of executive candidates who **do not work out** with in the first 18 months.

”



— Kathy Simmons

“

**It's smart to know who if anyone
in your department were
potential candidates for the
position and reach out to them.**

”



— Kathy Simmons

“

Even after being hired by your target company, you are still (and will remain) the CEO of ME, Inc. In that lifelong position, **you must not relinquish the duties** of managing your career.

”



— Rod Colon

“

Manage your new relationships;
nurture them with the idea that they
will lead you to other [relationships].
In [every] case, **connect with them**
on LinkedIn.

”



— Rod Colon

“

Explore the *Hidden Job Market* to
gather business intelligence,
discover market conditions, **spot**
trends in your industry, and so on.

”



— Rod Colon

Wrap-up

Personal Onboarding and Beyond

- Ask, listen, understand, seek knowledge and perspective
- Org chart and politics might be different than documented
- 30 days: observe
- 60 days: fit/settle in
- 90 days: prepared for forward-thinking, impact
- Purpose / Tasks / Vision
- Communication is key
- CEO of Me, Inc adds value to your company and to you