

Checklist Phase 1:

Establishing Foundations

Before we dive deeper into each topic, I have prepared a checklist that you can use to hold yourself accountable.

Establishing Foundations

Activity	Description	Target Completion Date [Date]	Status [Not Started / In Progress / Completed]	Notes [Any specific notes]
Meet with Boss	Discuss role expectations, success metrics, and immediate priorities.			
First Team Meeting	Conduct an introductory meeting to get to know each other and build rapport.			
First One-on-One Meetings	Schedule and conduct initial meetings with each team member.			
Plan regular One-on-Ones	Establish regularly scheduled 1-on-1 meetings.			
Meet Peers & Stakeholders	Reach out to your peers and stakeholders.			
Regular team meetings	Set-up and facilitate regular team meetings.			
SWOT Analysis	Understand strengths, weaknesses, opportunities, and threats.			
Team goals & priorities	Identify the key goals, objectives and priorities for you and your team.			