

Your handy guide to get you started in the right direction for the first 90 days on the job. You got this!

0-30 Days.

- Be kind, courteous, and speak to everyone and make note of name pronunciations, titles/rank.
- Be early (on time) for every stand-up/meeting, in-person or virtual.
- Don't be afraid to ask questions, and be sure to listen more than you talk.
- Map out the organization starting with your immediate supervisor on up and your other adjacent organizations.

30-60 Days.

- Pump the breaks on divulging too much personal information too soon.
- Initiate a pulse check with your supervisor/team lead, and ask him/her who would be good for you to meet/shadow.
- Find a mentor(s) that can help you be accountable, even if a person is already assigned.
- Focus on good time management - prioritize based on importance not urgency.

60-90 Days.

- Remember where you are. This is your place of work, not the hub for social gatherings.
- Build your network. Step outside of your comfort zone and meet people outside your group or functional area.
- Begin developing a professional and personal strategic plan that documents your short/long-term goals.

Was this information helpful? If so, please share with your peers and organizations. Send inquiries to karrin.felton@feetplantedllc.com.

