

Leader Toolkit

Build your 90 day plan



We are **RESPONSIBLE** leaders, **DEDICATED TO QUALITY**.

We do what we say we will do and focus on what matters and deliver results.

Why use this tool

Use this tool to plan for a successful transition into your new role.

"The actions you take during your first three months in a new job will largely determine whether you succeed or fail."

Michael Watkins, *The First 90 Days: Critical Success Strategies for New Leaders at All Levels*.

When to use this tool

Start to use this tool as soon as you know you will move to a new role and continue for the next 90 days.

How to use this tool

Building your 90-day plan

1. Develop your 90-day plan in 3 x 30-day segments.
2. Build momentum through three steps of **Reflection**, **Planning** and **Action**.

Your first 30 days - Reflection

"...learning should be the main focus of your plan for your first 30 days on the job."¹

- Through conversations, interviews and meetings find out more about yourself and your new role.
- Think about what you have learned and decide on important actions that need to be part of your transition plan.
- Identify opportunities for easy wins.

Your next 30 days - Planning

- Focus on building your team and seeking alignment across your department/business.
- Finalise your plan for your 90-day transition.

Your final 30 days - Action

- Act to ensure success for your plan.
- Keep track of what you have completed.

Tips

- **Be open to suggestions and feedback.**
This will help you develop a more thorough set of actions as well as build effective relationships.
- Use people you trust to **test your priorities**.
- **Remember the 80/20 rule.** Do not put in unneeded effort.
- Save perfectionism for the tasks that need it.
- **Finally, always follow-up, measure, and check to see if the actions are doing what is required.**
- You need to self-check – "are you regularly following through on your most important actions?"

¹ Michael Watkins, *The First 90 Days: Critical Success Strategies for New Leaders at All Levels*. Harvard Business School Press, 2003. p.49.

Leader Toolkit

Build your 90 day plan



Develop your action plan for the first 30 days of your leadership plan

Track status - **N** for Not started ~ **P** for Partially completed ~ **Y** for Completed

Focus of your actions	Action	Desired Outcome	Comments & Notes	Target Date	Date completed	Status
Yourself						
Your Team						
Quick Wins						
Your leader						

Build your 90 day plan



Develop your action plan for the next 30 days of your leadership plan

Track status - **N** for Not started ~ **P** for Partially completed ~ **Y** for Completed

Focus of your actions	Action	Desired Outcome	Comments & Notes	Target Date	Date completed	Status
Yourself						
Your Team						
Quick Wins						
Your leader						



Build your 90 day plan



Develop your action plan for the final 30 days of your leadership plan

Track status - **N** for Not started ~ **P** for Partially completed ~ **Y** for Completed

Focus of your actions	Action	Desired Outcome	Comments & Notes	Target Date	Date completed	Status
Yourself						
Your Team						
Quick Wins						
Your leader						

