FREE TEMPLATE FROM ROYGROUNDUP

# 30-60-90 day plan template

**Name:** **Role:** **Start date:** **Manager:**

## Days 1 to 30: Learn

*Focus: listen and understand. Meet every team member one-to-one. Learn how work gets done, who the key people are, and what success looks like. Goals:*

## People to meet in the first 30 days

*Team members, your manager, peers, key customers or stakeholders.*

## Days 31 to 60: Contribute

*Focus: early wins. Fix one or two small, visible problems. Start regular one-on-ones and team rhythms. Goals:*

## Days 61 to 90: Lead

*Focus: direction. Agree team priorities and goals, make the first bigger change, and set development goals with each person. Goals:*

## How we will know it is working

*Measures of success at day 30, 60 and 90.*

## Check-ins

*Day 30 / Day 60 / Day 90 review dates with your manager.*

## Tips

• Do not change much in the first 30 days. Listen first; you will make better changes later.
• Write down what surprises you in the first month. Fresh eyes fade quickly.
• Share the plan with your manager and agree it together.