30-60-90 Day Plan

Three stages for a strong start in a new role or project.

Name _____ **Role / project** _____ **Start date** _____

First 30 days

Learn

Focus

Goals

- [ ]
- [ ]
- [ ]
- [ ]

Key actions

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

How I will measure it

Days 31–60

Contribute

Focus

Goals

- [ ]
- [ ]
- [ ]
- [ ]

Key actions

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

How I will measure it

Days 61–90

Lead

Focus

Goals

- [ ]
- [ ]
- [ ]
- [ ]

Key actions

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

How I will measure it

Wins & notes