

THE FIRST 90 DAYS ROADMAP

Your Blueprint for Accelerating Impact in a New Leadership Role

Stepping into a new executive role—whether through an internal promotion or joining a new organization—is one of the most critical, high-stakes transitions in your career. What you do in your first three months sets the tone, establishes your credibility, and defines your trajectory.

This roadmap breaks your onboarding into a strategic, three-phased approach—**Listen, Align, and Execute**—ensuring you build trust before you drive transformation.

Phase 1: Days 1–30 | The Listening Tour (Absorb & Assess)

Your primary job in the first 30 days is to be a sponge. Resist the urge to fix things immediately. Focus on understanding the culture, the people, and the hidden dynamics of your new environment.

THE 30-DAY CHECKLIST:

- ☐ **Launch your Listening Tour:** Schedule 1-on-1s with all direct reports, key peers, and vital cross-functional stakeholders.
- ☐ **Discover the "Unwritten Rules":** Ask questions to understand how decisions are actually made, how conflict is handled, and what the true company culture is.
- ☐ **Clarify Expectations:** Have a dedicated meeting with your boss to explicitly define what success looks like at the 90-day and 6-month marks.
- ☐ **Audit the Baseline:** Review current financials, ongoing projects, and historical performance metrics without passing judgment.

Phase 1 Reflection:

1. What are the top three recurring themes, roadblocks, or complaints you are hearing from your team and stakeholders?

Phase 2: Days 31–60 | The Alignment Phase (Analyze & Strategize)

Now, shift from purely gathering information to synthesizing it. It is time to test your observations, align your team around a shared reality, and secure early trust-building wins.

THE 60-DAY CHECKLIST:

- ☐ **Share Your Observations:** Present a "State of the Union" to your boss and your team. Reflect back what you've heard to show you are listening.
- ☐ **Identify the Gaps:** Conduct a SWOT analysis based on your Phase 1 findings (use the included worksheet).
- ☐ **Secure an Early Win:** Identify one deeply irritating, highly visible problem that you can solve quickly and easily. Execute it to build instant credibility.
- ☐ **Evaluate the Team:** Begin assessing whether you have the right people in the right seats to achieve your future goals.

Phase 2 Reflection:

1. What is ONE "early win" you can execute this month that requires low effort but yields high visibility and value for your team?

Phase 2 Bonus: Strategic SWOT Analysis

Synthesize your findings from your Day 1–30 Listening Tour to identify your team or department's strategic position. This will inform your action plan for the next six months.

STRENGTHS <i>Internal advantages. What does your team do better than anyone else? What resources or unique skills do you possess?</i> ----- ----- ----- -----	WEAKNESSES <i>Internal disadvantages. Where is your team lacking? Are there outdated processes, skill gaps, or cultural issues?</i> ----- ----- ----- -----
OPPORTUNITIES <i>External possibilities. Are there market trends, cross-department collaborations, or new tools you can leverage?</i> ----- ----- ----- -----	THREATS <i>External risks. What obstacles stand in your way? (e.g., budget cuts, competitor moves, internal politics)</i> ----- ----- ----- -----

Phase 3: Days 61–90 | The Execution Phase (Act & Elevate)

You are transitioning from the "new leader" to the established leader. The grace period is ending. It is time to roll out your broader strategic vision and establish your operating rhythm.

THE 90-DAY CHECKLIST:

- ☐ **Lock in the Strategy:** Finalize your strategic plan for the next 6 to 12 months and formally present it to leadership for sign-off.
- ☐ **Establish Your Cadence:** Implement your preferred meeting structures, reporting rhythms, and communication protocols.
- ☐ **Address Performance Gaps:** Initiate the difficult conversations you've been preparing for regarding underperformers or necessary restructuring.
- ☐ **Shift to Coaching:** Move from managing daily onboarding tasks to actively coaching your direct reports toward your new vision.

Phase 3 Reflection:

1. What are your top 3 strategic priorities for the next 6-12 months?

Don't Navigate the Transition Alone

The first 90 days in a new executive role are notoriously isolating. A misstep now can take years to correct. An executive coach acts as your confidential sounding board, helping you navigate corporate politics, avoid common transition traps, and accelerate your impact.

Secure Your Success - Find a Coach