

# NEW LEADER TO-DO LIST

Although every situation is different, in most cases you will want to spend time on the activities that follow. Use this checklist to ensure that nothing important falls through the cracks and to monitor your progress.

## OVERALL PRIORITIES FOR THE FIRST 90 DAYS

- Build a productive relationship with your supervisor
- Build a productive relationship with each team member
- Set goals and start delivering value
- Develop essential management skills

## COMPLETE BEFORE DAY 1

- Research new team members (potential sources include resumes, job descriptions, past performance reviews, work samples, social media pages)
- Read all written and online materials related to the company (e.g. website, handbook, press, employee surveys, financial and operating reports, strategic plans, CEO blog)
- Research industry and competitors
- Study the legalities of the position (e.g. discrimination laws related to hiring and firing, sexual harassment laws)
- Talk with the previous leader if possible
- Practice core management skills: delegation, giving feedback, and 1-on-1s
- Plan first day and week

## COMPLETE IN THE FIRST WEEK

- Introduce yourself to the team
- Figure out which meetings to attend
- Do at least one thing to help your leader and each team member

## Schedule and conduct key stakeholder information sessions

- Supervisor
- Team members (introductory group meeting)
- Team members (individual)
- Other team leaders
- Executive leaders
- Executive leaders' administrative staff
- Long-time employees
- Customers, distributors and partners
- Others: \_\_\_\_\_

## Schedule recurring meetings

- Weekly 1-on-1 with supervisor
- Weekly 1-on-1s with each team member
- Weekly team meeting
- Cross-departmental, regional or other recurring meetings

## COMPLETE IN REMAINING 11 WEEKS

### Identify and deliver quick wins to build initial credibility

- Win 1: \_\_\_\_\_
- Win 2: \_\_\_\_\_
- Win 3: \_\_\_\_\_
- Win 4: \_\_\_\_\_
- Win 5: \_\_\_\_\_

### Planning activities

- Set priority 1: \_\_\_\_\_
- Set priority 2: \_\_\_\_\_
- Set priority 3: \_\_\_\_\_
- Select methods for ongoing communication of priorities and goals (e.g., presentations, 1-on-1s, emails, team meetings)

### Team-building activities

- Schedule and hold team lunch or outing
- Create development plan with each team member
- Give each team member reinforcing and redirecting feedback (ongoing)

### Team assessment activities

- Identify each team member's strength and weaknesses (ongoing)
- Make any pressing hiring/firing decisions by end of first 90 days (work with HR and supervisor on this)

### Self-assessment activities

- Ask for and integrate feedback from supervisor during each 1-on-1 (ongoing)
- Ask for and integrate feedback from team (ongoing)
- Schedule time for reflection and learning (ongoing)
- Touch base with mentors

### Leadership skill-building activity

- Learn tips for developing your leadership skills in FranklinCovey's 10-week video series, *Confessions of a First-Level Leader*. Register at [www.franklincovey.com/toolbox](http://www.franklincovey.com/toolbox).