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# SUCCESS IN YOUR NEW ROLE

EXECUTIVE & LEADERSHIP DEVELOPMENT

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# Strategies for Success in Your New Role

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**Congratulations on securing a new role!** This is a significant achievement in which you likely put forth tremendous effort to reach. You should be proud.

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Now that you are in your new role, your next challenge is to succeed admirably. That begins with getting off to a good start, which usually translates to what you do in your first 90 days on the job.

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# Strategies for Success in Your New Role

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Why 90 days? Many businesses, whether public or private, measure their performance in terms of quarters. Thus, you too will be evaluated against that same time frame of 90 days.

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Knowing this, it's critical to hit the ground running and show your manager and others that you are the right person for the role.

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Let's look at a set of proven strategies you can employ right away to help ensure success in your new position.

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# Days 01-30: Observe

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## 1. Introduce Yourself Naturally (and Frequently) to Your New Colleagues

If you have joined a new company, it's natural to feel a bit shy. You're in a new environment with people you don't know but who know each other. You may not want to call a lot of attention to yourself, but it's important to outwardly project interest and enthusiasm in ways that feel natural.



Introducing yourself to your new colleagues in a friendly and sincere manner is a great way to accomplish this, with the side benefit of working yourself into the office infrastructure.



# Days 01-30: Observe

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## 1. Introduce Yourself Naturally (and Frequently) to Your New Colleagues



So, find the right time and make quick, energetic, and sincere introductions to people you don't know. It could be as simple as: "Hi, I'm Mary Jones, the new systems analyst for our group. I wanted to introduce myself and say that I look forward to working with you!"

If meeting new people is a little difficult for you, ask for help. Mention to your boss that getting to know your colleagues is a priority, and ask them for a list of people you should get to know. In meetings, ask the organizer to give you some time in the beginning to introduce yourself.

# Days 01-30: Observe

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## 1. Introduce Yourself Naturally (and Frequently) to Your New Colleagues

Here are some tips for making your introductions go smoother:

**Prepare ahead of time.** Rehearse your introduction to have a “script” ready to roll out when you meet a new person. Keep this script brief, and remember to make it sound natural.

**Tune in to the other person.** As you’re introducing yourself, observe how the other person is responding. If they seem distracted, keep it short.

If they seem receptive, you may want to extend the conversation or see if they’d like to get coffee or lunch with you one day in the near future.

The idea is to go beyond the introduction and truly get to know a few key people soon.



# Days 01-30: Observe

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## 1. Introduce Yourself Naturally (and Frequently) to Your New Colleagues



### **Make a concerted effort to remember names.**

When introducing yourself to many people over the course of your first week, it's easy to forget some names. To avoid this problem, focus on the other person's name when meeting them and say it to yourself and back to them several times.

But don't get down on yourself if you forget a name or two. Remember honesty has its virtues. Saying: "I'm sorry, I've met so many people in the last few days. Could you please tell me your name again?" will likely win you points as we've all been there.



# Days 01-30: Observe

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## 2. Ask Well-Timed Questions

As a new employee, part of your challenge is coming up to speed in your new role quickly. You can accelerate this process by asking your manager and peers to help with useful information. Ask questions at the right moment when you don't know something. Your genuine curiosity will be appreciated.



# Days 01-30: Observe

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## 3. Build Friendships

Once you've made some introductions and have a sense of who you'll be working with, follow up by asking peers out for lunch or coffee.

Developing a few trusted relationships will make you feel more comfortable as you get to know your new workplace. Don't be discouraged if people seem busy and unavailable. Just patiently work your way through the list your manager shared with you. A few people are bound to take you up on your offer.



# Days 01-30: Observe

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## 4. Learn to Navigate and Work Within Your New Environment

Even the nicest workplace setting seems intimidating when you don't know where important things are located. If you haven't been given a tour, ask a colleague for one.

And be sure to note where various peers and teams are located, along with some nice outdoor spaces where you can take a break, make a personal call, or get some fresh air while having a walking meeting.



# Days 01-30: Observe

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## 5. Plan on Ways to Add Value to Your Company

You were hired or promoted because there's a lot of work to be done, and the hiring manager felt you were the best person to do it.

Show them they made the right choice from your first day on the job. In your first month, your main priority should be to absorb information but also try to add value to your company in small, meaningful ways.

Here are some ideas for adding value right from the start.



# Days 01-30: Observe

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## 5. Plan on Ways to Add Value to Your Company

**Ask your manager what their biggest pain points are.**

Being proactive is always valued in the workplace, and looking for ways to solve your manager's biggest challenges could be greatly appreciated. So, if you have some ideas you can implement, consider sharing them and offering to take on the execution while being careful not to overstep your position or infringe on anyone else's territory.



# Days 01-30: Observe

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## 5. Plan on Ways to Add Value to Your Company

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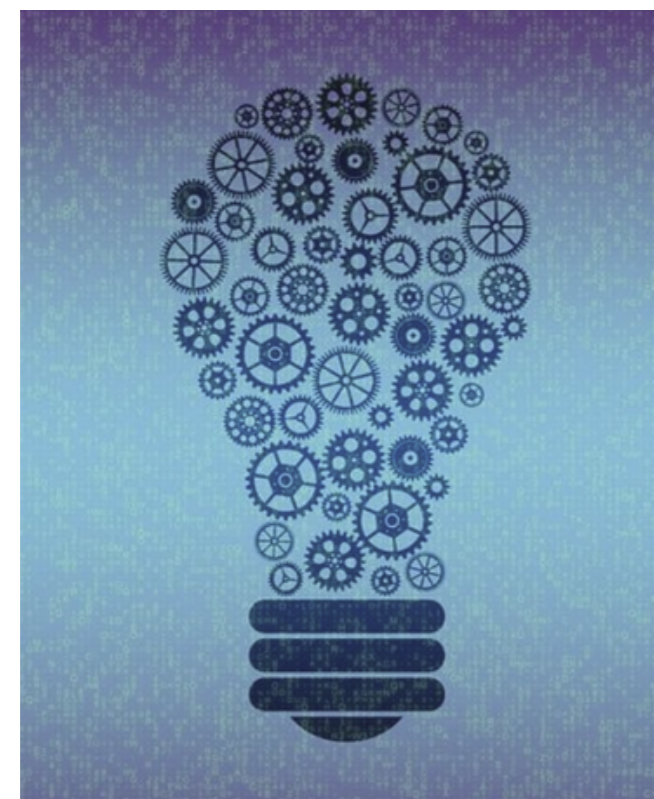
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**Think back to your interviews.** What were the main questions you were asked? How did you respond?

Now that you have the job, it's time to put your words into action. Consider writing up short proposals for how you would tackle those challenges or problems you talked about during the interview phase. Present your ideas to your manager or co-workers at team meetings and gauge their reactions. Being a leader or innovative thinker adds value to your personal brand.

# Days 30-60: Strategize

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Now you're a month into your new job, and hopefully, things are going well, and you've made some friends and started to align with the office culture. Now it's time to settle into your role and apply your skill set to make things happen.

Here are some strategic tips for this next critical phase of your new job experience.



# Days 30-60: Strategize

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## 1. Get To Know Your Team Better

Initially, you wanted to connect names with faces.

Now you want to get to know who these people are and what they're good at.

Observe how everyone works and collaborates, and look for patterns and trends. What's the pace of the team? What are their preferred communication channels?

Get to know the team, and you'll gain valuable insights into the group culture. At the same time, be more open about yourself and allow others to know you more deeply, too.





# Days 30-60: Strategize

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## 2. Get Organized and Set Good Habits

View your new role as a fresh start and a great time to replace unproductive routines and habits with new ones.

Use your next month on the job to organize your calendar and to-do lists and work to manage your time efficiently. You can also identify and list the new skills or practices you want to develop.

Next, take action and seize this moment.



# Days 30-60: Strategize

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## 3. Define Success With Your Manager



Now is a good time to meet with your manager to discuss and clarify your mutual expectations. This includes understanding how best to work together, the resources you need to do your job well, and how your job performance will be assessed.

If you have some early wins, bring them up, so they don't go unnoticed. Ask what should be your priorities and goals in the coming months. Strive to be fully aligned with your manager.

# Days 30-60: Strategize

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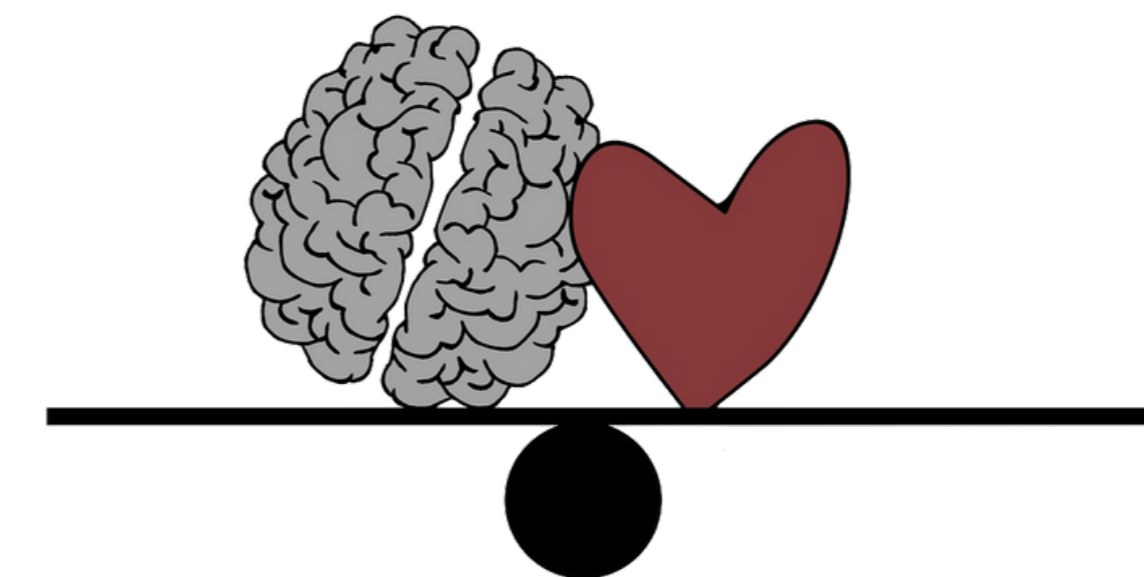
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## 4. Be Humble and Open-Minded

When we're humble, we acknowledge we can't go it alone. Therefore, thank the people who are showing you the ropes, and listen more than you speak. Be totally open to input from others on how you can do better.

Remember, you've never done this exact job in this exact setting before, so no matter how much experience you have, it pays to keep an open mind.



# Days 60-90: Act

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This is the time to establish yourself as an integral and essential member of the company and the team. You should be hitting your stride now and doing some great work. Here are some tips to help you really make your mark during this culminating phase of your first 90 days:



# Days 60-90: Act

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## 1. Challenge Yourself

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Our power is often greater than we think. Set ambitious goals for yourself, then work toward those goals with focus and tenacity, striving to reach higher each time.

You may not achieve every goal you set, but by applying yourself with determination and energy, you'll achieve genuine personal and professional growth.

# Days 60-90: Act

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## 2. Establish Your Personal Boundaries

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When you first started, you may have set aside your usual boundaries to establish yourself as an effective and reliable worker. This is a natural response in a new setting; we want to be obliging so that others will accept us.

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However, there comes a time, such as within this 60-90 day timeframe, when you can begin establishing the boundaries that enable you to do your best work. While you should continue to be a team player, learning to say “no” when necessary will help you focus on your goals and manage your time more effectively.

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# Days 60-90: Act

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## 3. Set Up A 90-day Review

A 90-day review for new employees is common practice, but not all companies do so. If your company is among those that don't, you should request one with your manager, even if it's done informally with no written report.

This is a simple way to verify you're on a good path. You can take this opportunity to provide a status update on the goals you laid out for yourself in the first 3 months. You can also work with your manager to plan new goals for the next 3 to 6 months.



# Days 60-90: Act

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## 4. Reconnect With Old Colleagues and People in Your Professional Network



Even if you're happy in your new job and the company is happy with you, it's still important to maintain your professional network. The uncertainty of the economy and the job market implores us to stay connected with people we know professionally.

Networking is also a great way to stay in tune with trends outside of your company. Take some time to reach out to good connections from prior engagements and maintain the relationships.



# Days 60-90: Act

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## 5. Go Easy on Yourself

It's quite possible that not everything is going to go perfectly during your first 3 months. You'll undoubtedly make mistakes and miscues and perhaps even have to deal with a few difficult personalities who seem unwelcoming for reasons you can't understand. Don't take these kinds of problems to heart. Believing in yourself is key to succeeding in a new job.

Also, don't fixate on what you have yet to accomplish. Focus instead on how far you've already come and where your hard work will take you next. Remember, you were chosen from among a pool of other qualified candidates because you had something special to offer. Value your skills and go easy on yourself when you encounter difficulties.



# Days 60-90: Act

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## 6. Continue Learning



Think of your new job as not just a way to earn a living but as a way to receive valuable education and training while being paid. There are new skills and areas of knowledge to acquire with almost every professional job. Take advantage of these opportunities.

Show your manager you're open to learning and are interested in whatever educational opportunities are available to help you in your work. This may entail tapping into employee development programs inside your company or turning to external resources such as the American Management Association, Harvard Business Review, LinkedIn Learning, and Himalaya.

## A Few Words of Wisdom From Michael D. Watkins

We couldn't conclude this discussion without turning to an excellent resource for succeeding in a new job that's widely considered a classic in the field: "The First 90 Days – Proven Strategies for Getting Up to Speed Faster and Smarter" by Michael D. Watkins.

In his book, Mr. Watkins offers some powerful and highly practical strategic tips for excelling in your new role, a few of which are summarized here:



# A Few Words of Wisdom From Michael D. Watkins

## 1. Prepare Yourself

Starting a new job is entering into a new business culture that has similarities and differences with your prior work experiences. You want to be as thoroughly prepared as possible to manage and adapt to this new environment. Watkins advises new hires to learn as much as possible about the company before their first day. This can be done by researching websites, online articles, newspapers and magazines, blogs, analyst reports, and other publicly available sources to gain as much understanding and insight as possible about the company, its products, markets, financials, and reputation.

If possible, request a pre-starting day tour of where you'll be working to gain some familiarity with your workplace. In your first 90 days, make it your top strategy to observe the status quo and try your best to blend in.

# A Few Words of Wisdom From Michael D. Watkins

## 2. Negotiate Your Success

“Negotiating,” in this sense, means engaging in ongoing and constructive dialogues with your boss and senior management to build a case for your growth and advancement within the organization. Watkins advises proactively engaging with your new manager to ensure a clear path to success. He presents ways to plan for the “Five Kinds of Conversations” (situational diagnosis, expectations, resources, style, and personal development) that every employee should have with their manager on a continual basis. Watkins contends it’s the new employee’s responsibility to make their relationship with their manager work.



# A Few Words of Wisdom From Michael D. Watkins

## 3. Achieve Alignment



Alignment, in this case, refers to how you relate to the greater whole of the organization. While you may not have the opportunity to reorganize your organization in your first 90 days, identifying misalignments – things that just aren't working right – should be a checkbox on your to-do list.

Watkins offers a useful piece of advice: reframe the SWOT (strengths, weaknesses, opportunities, threats) workplace analysis into a TOWS (threats, opportunities, weaknesses, strengths) analysis. This re-prioritizing places the focus on the external environment (threats and opportunities) as opposed to internal capabilities (strengths and weaknesses), an approach that leads to more and better problem-solving strategies that bring people and organizations into alignment.

# A Few Words of Wisdom From Michael D. Watkins

## 4. Build Your Team

This can refer to the informal team you build of people you find compatible and helpful in performing your work. Internal networking should be high on your first 90 days' agenda as you work to solidify your position within the organization. These informal alliances can prove as valuable as the formal teams you may be asked to build or join for carrying out business objectives.



# A Few Words of Wisdom From Michael D. Watkins

## 5. Accelerate Everyone



Realize that your own success and advancement can accelerate success for everyone you interface with, and act accordingly by promoting plans and ideas that benefit the entire group or team, not just your own career. Start your new job with the idea you're working to improve everyone around you, and collectively the results will be that much better for all.



# In Closing

Starting a job at a new company or receiving a promotion to a new job at your current company can be an emotional rollercoaster. There's elation and satisfaction but also worry and trepidation. However, by applying these various tips, you can make a strong statement in your first 90 days that you're a change agent intent on making a lasting impact on the firm and its fortunes. Best wishes to you!



# Self-Assessment Tool

We have created a self-assessment tool for when you are planning to start a new job. This tool will help you identify and clarify the main elements affecting you as you start your job: your role, your manager, your co-workers, your office and business culture, your personality, and your professional goals, among other items.

To download our “Success in a New Role Self-Evaluation Form” and start your self-assessment, just click this link.

IS THE DEFINITION OF SUCCESS CLEAR TO YOU?		Excellent	Good	Could be better	Needs work
Definition in The Job Description					
Your Manager's Expectations					
What Success Looks Like to You					
DO YOU UNDERSTAND HOW TO HELP YOUR BOSS WIN?		Excellent	Good	Could be better	Needs work
Aspirations & Key Performance Goals					
Communication Style					
Communication Preferences					
Pet Peeves					
Key Things to do					
Key Things Not to do					
HOW WELL DO YOU KNOW YOUR NEW TEAM?		Excellent	Good	Could be better	Needs work
The Performance of Team Members					
The Attitude of Team Members					
The Trajectory of Team Members					

<https://www.bayareaexecutivecoach.com/>

# Resources

Plenty of resources are available on the topic of succeeding in your first 90 (or 100) days in a new job. Here's a short selection:

## Books

Master Your Next Move: The Essential Companion to "The First 90 Days" by Michael D. Watkins

The Executive Transition Playbook: Strategies for Starting Strong, Staying Focused, and Succeeding in Your New Leadership Role by Hilary Potts

The New Leader's 100-Day Action Plan: How to Take Charge, Build Your Team, and Get Immediate Results by George R. Brandt

Your Next Move: The Leader's Guide to Successfully Navigating Major Career Transitions (audiobook) by Michael D. Watkins

The New Leader's 100-Day Action Plan: Fourth Edition: How to Take Charge, Build or Merge Your Team, and Get Immediate Results by John A. Lawler, George B. Brandt, Jayme Check

# Resources

## YouTube Videos

14 TIPS to Start Your New Job – First Day at Work – How to make a great first impression

How to Introduce Yourself at a New Job (Make a GREAT First Impression)

The First 90 Days® – 5 key questions for your new role with Michael D. Watkins

New Job? The First 90 Days Are Critical To Your Success

5 Tips to Have an AWESOME first week at a NEW JOB

The First 90 Days w/ Stacey Payne



# Resources

## Podcasts

Starting a new job? Here's how to ensure it's a success

Starting a new job; the first 90 days. Key actions to ensure long-term success with Robert Moment

Make the Most of Your First 90 Days with Kelli Thompson

The First 90 Days – What You Will Learn

Make the Most of Your First 90 Days in a New Job with Joey Price



If you would like the powerful resource of a great coach by your side, as you start your new job, let's talk.

**We're Here to Help You!**

Click here to go to our Contact Form.

