

The first 30, 60, and 90 days at work are critical. Clients and others have provided advice to help people launching into mid-career roles, with specific suggestions.

## Build relationships

During your first few weeks on the job, focus on building relationships with your colleagues and getting to know your team. Set up informal meetings with coworkers and ask them about their roles and responsibilities. Building these relationships early on can help you establish a strong foundation for collaboration and teamwork. Specifically, it is helpful to identify people in the organization who could be active advocates, people who can be mentors, people who are junior to you who can be the go-to resource for simple early questions.

## Listen and learn

Take time to listen and learn as much as you can about your new company or group, specifically its culture. If the industry is new, the same suggestion applies, however, it's also helpful to make sure that you find materials that support your learning about industry basics. Ask people for suggestions on books and other resources that they found useful as they were getting up to speed.

Of course, you'll attend meetings and training sessions, read company documents and policies. The key is to be prepared to ask questions whenever you're unsure about something. This will help you gain a deeper understanding of your new role and how you can contribute to the company's goals.

## Set goals

Identify your short-term and long-term goals for the first 30, 60, and 90 days on the job. Be specific and measurable, and share your goals with your manager or supervisor. This will help you stay focused and motivated, and give you a sense of accomplishment as you achieve each goal. See sample goals here:

**30-day goals:** see sample [here](#).

**60-day goals:** see sample [here](#).

**90-day goals:** see sample [here](#).

*Did you establish new goals? Please let us know so that we can incorporate them for others:*

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## Prioritize tasks

Create a prioritized list of tasks and projects for each of the first 30, 60, and 90 days on the job. This will help you stay organized and focused on what's most important. Be sure to communicate your priorities with your manager or supervisor to ensure you're aligned with their expectations.

## Seek feedback

Set up time to ask for feedback regularly from your manager or supervisor, as well as your colleagues. It can be helpful to set times in the calendar early on to ensure that feedback discussions happen – when people around you are busy, it can be particularly helpful to be proactive about your schedule. This will

help you identify areas where you can improve and make adjustments to your approach. Be open to constructive criticism and take action on the feedback you receive.

### **Be proactive**

Take initiative and seek out opportunities to contribute to the company beyond your job description. This could involve volunteering for projects or initiatives, offering ideas for improvement, or seeking out mentorship or coaching opportunities. It also includes participation in ERGs or community organizations that diversify your relationships early on.

There are lots of other ways to get ready for the first 90 days, but hopefully these are a helpful start!