

First 90 Days Checklist

Week by week. For every new beginning.

The first 90 days set your reputation. Not your first year. Not your first month. These 12 weeks.

Most new joiners focus on learning the job. The ones who make a strong start also learn the organisation.

Week 1-2 - Observe First

- Say less than you think. Listen more than you speak.
- Identify the informal influencers: who do people go to regardless of their title?
- Ask your manager: what does success look like in my first 90 days?
- Notice how decisions are made, how meetings work, how communication flows.
- Identify one or two quick wins you could deliver without overreaching.

Week 3-4 - Build Relationships

- Have short 1:1 conversations with key peers - to understand, not to impress.
- Ask everyone the same question: what are the most important priorities right now?
- Map who is connected to whom. Who are the gatekeepers?
- Hold back your opinions. You do not yet have enough context.
- Take notes. Patterns become clearer in writing.

Month 2 - Contribute Visibly

- Deliver on the quick wins you identified in week one.
- Begin contributing in meetings - thoughtful questions are as valuable as answers.
- Find one area where you can add value beyond your job description.
- Check in with your manager: how am I doing? What should I do differently?
- Show how you think, not just what you can do.

Month 3 - Establish Your Presence

- You should now have a clear picture of who matters, what matters, how decisions are made.
- What is the one thing you want to be known for? Are you building it?
- Identify one senior person you respect. Find a reason to get on their radar.
- Which relationships still need investment?
- Set your own 6-month goals. Share them with your manager.

The checklist tells you what to focus on. It does not tell you how to read your specific organisation, navigate the specific people in it, or handle the moments when things get complicated. That is where SP1 comes in.

Ready to move forward?

Book a free 30-minute discovery call at summitpath1.com

volker@summitpath1.com · +852 6620 7757