

# The First 30 Days: Weekly Breakdown

by Simplify Managing





# Week 1: Build Trust Early

Whether you are new to the organisation, or already familiar with the organisation and have been promoted internally, you will need to build trust and confidence based on your new role.

You need to step into this role with enthusiasm, an open mind and a willingness to listen

## Top 3 Actions

- Schedule one-on-ones with all key people
- Introduce yourself and ask what works well
- Map important relationships and influencers

## Conversation Starters

- Tell me about your role and what you enjoy
- What should we protect at all costs?
- What would you change if you could?

## Reflection

What surprised you? Where are the biggest opportunities?

# Week 2: Understand the Landscape

Delve into the intricacies of your workplace. To thrive in your position, it's essential to comprehend how things truly operate within the organization and your sphere of influence. Keep in mind, while the organizational hierarchy is in place, grasping the practical execution of tasks is paramount.

## Top 3 Actions

1. Observe workflows and task movement
2. Ask about delays and frustrations
3. Map dependencies like tools and bottlenecks

## Conversation Starters

- Where do you spend most of your time?
- What should leaders understand better?
- How is success measured here?

## Reflection

What processes need the most attention?



# Week 3: Establish Credibility

## Credibility

Establishing credibility doesn't require you to boil the ocean from the get-go (seriously, please resist the urge as you're not ready for a marine expedition!). Instead, focus on gradual, consistent improvements that showcase why you're the perfect fit for this role..

### 1 Quick Win

Solve a small pain point or unblock someone quickly.

### 2 Share Insight

Bring helpful resources or ideas to the team.

### 3 Offer Support

Assist with cross-functional projects to build teamwork.

**Reflection:** What quick win did you achieve this week?



# Week 4: Set the Foundation

Embrace the rhythm of the organization and your domain. It's time to take action by creating frameworks, seeking input, and strategizing for the upcoming month. Remember, progress starts with the first step!

1

## Set Rhythm

Schedule regular one-on-ones, team meetings, and reviews.

2

## Align with Manager

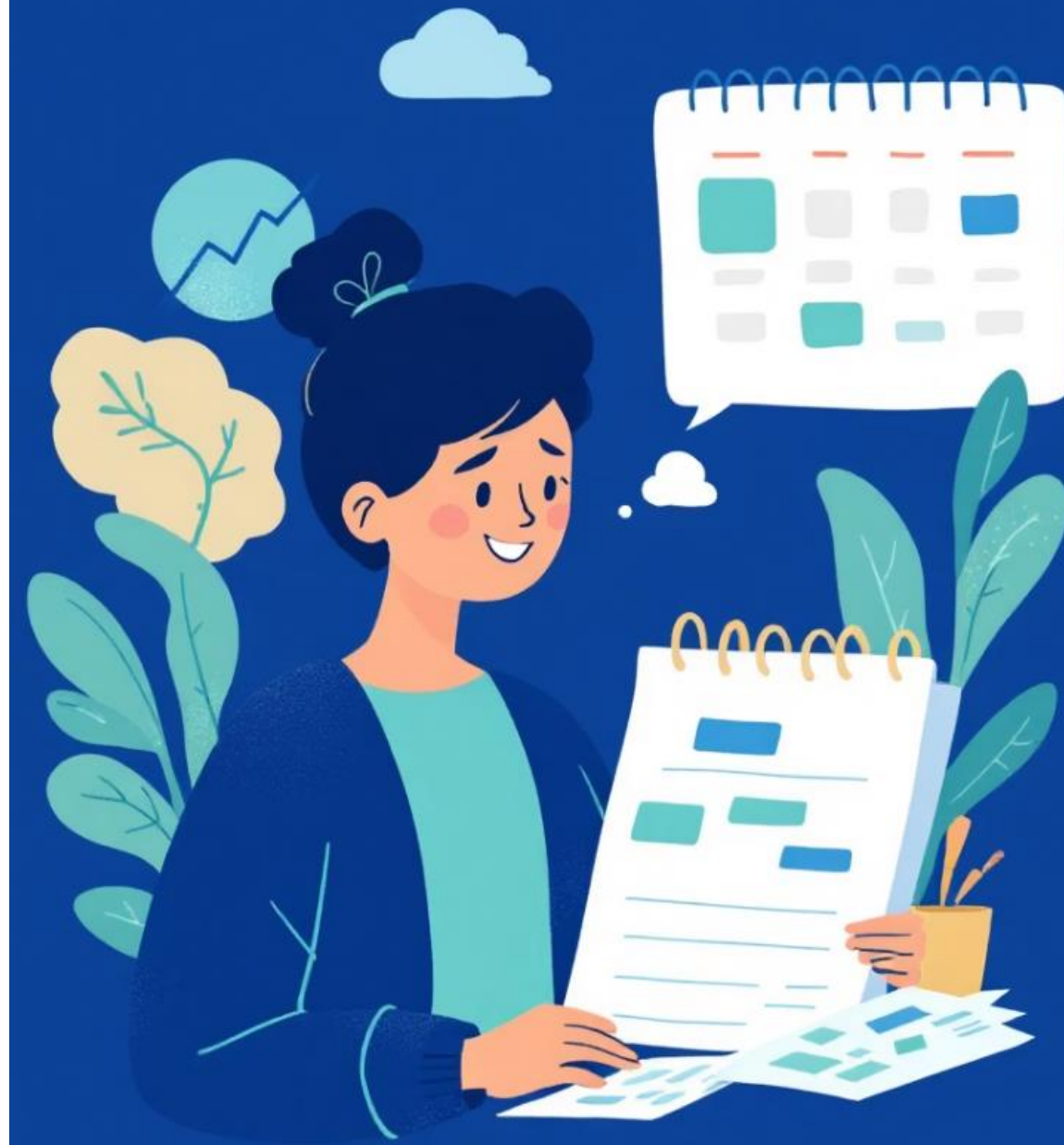
Share insights and focus areas learned so far.

3

## Plan Review

Draft your 30-day review and next steps.

**Reflection:** How do you want to show up as a leader next month?





# Conclusion

You have just completed your first 30 days as manager, ***how did it feel? what did you learn about yourself and your colleagues?***

In addition to your weekly reflections, remember to take stock and look at the big picture to make sure you are heading in the right direction.

Also note that for each weekly focus area, this is just the beginning! So for example, building trust and credibility cannot be achieved in one week!, you are in this for the long term, but you need to start quickly!

Each focus area builds on the next. It is difficult to set a foundation, if you have not begun the task of understanding the landscape and building trust!

If you find this helpful you may want to subscribe to get access to the full "Your First 90 days - As a Manager"