

My First Four Weeks Plan

Name:

Who do I need to meet and talk to and get to know in my new company?
(think broadly...not just people above, also peers, cross-functional professionals, and others)

How will I plan to spend time with each of these people?
(think broadly...one-on-one meetings, lunches, observation, etc.)

Before I Arrive Week 1 Week 2 Week 3 Week 4

What will you be on the lookout to learn about your corporate culture?
(be intentional about discovering what is important to you, pertinent to your job, and recommended by managers and peers as things to pay attention to)

How will you find out about the culture in your organization?

Before I Arrive Week 1 Week 2 Week 3 Week 4

What research do you need to do about your company, to understand the business context you are entering?

How will you find out the information you need to know?
(reading reports, asking co-workers, web research, etc.)

Before I Arrive Week 1 Week 2 Week 3 Week 4

What are the boundary functions to your functional area, and who can you talk to in those functions?

How will you gain access to the people you need to talk to, in order to learn about the boundary functions?

Before I Arrive Week 1 Week 2 Week 3 Week 4

How will you set the stage for getting feedback in the long-run, especially if you are not in a feedback-oriented culture?

Before I Arrive Week 1 Week 2 Week 3 Week 4

How often and when will you pause to test your hypotheses, confirm your assumptions-to-date, and identify ongoing gaps?

Before I Arrive Week 1 Week 2 Week 3 Week 4

How will you maintain your energy level to prevent and manage stress?

Before I Arrive Week 1 Week 2 Week 3 Week 4

How and how often will you revisit your priorities?

Before I Arrive Week 1 Week 2 Week 3 Week 4

IMPORTANT FINAL STEP: Commit to it

Put your check-points in your Outlook task list, your planner, your pen-and-pencil "to do" list – whatever you use to keep track of what you need to do when.