

30-60-90 Day Plan for New Managers

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"Once there was a bright young man who was looking for an effective manager. The young man had looked everywhere for an effective manager but had found only a few. The few he did find would not share their secrets with him. " -One Minute Manager, Ken Blanchard

Don't worry, we'll share all our secrets with you to help develop your skills in your new manager position. Now that you've got the shining promotion everyone dreams of, your life is about to get exciting and uncertain. A new role, and being a new manager at that, invites a lot of requisites and responsibilities to be fulfilled. The most effective way for you to create results and build a

concrete work culture will come from embracing your focus on a 30-60-90 day plan for managers.

For a complete guide on all the necessary skills for you to shine in your new role, follow [essential skills for you to succeed as a new manager](#).

This 30-60-90 day plan model will assist you in visualizing your goals and directives, as well as in strategizing your journey as a manager. The first 90 days of your new role and how well you perform in it will create a foundation for your future and further career growth or development.

No number better reflects the impact of a manager on an employee's day-to-day experience than **Gallup's** finding that **managers account for 70%** of variance in employee engagement levels. **The Harvard Business Review** cites two more habits that influence employee engagement and performance levels in the workplace while evaluating this research



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The goal of a 30-60-90 plan for new managers is to prioritize and make a good, lasting impression on your organization. But before that...

What is a 30-60-90 day plan?

A 30-60-90 day plan is an outline that entails instructions and details of what an employee hopes to accomplish in the first 30, 60, and 90 days of their new role. As a first time manager, you'll be creating a short-term goal and conceptualizing how to make a difference within your company.

In a more straightforward connotation, what you need to do is contemplate the expectations of you, visualize a roadmap of the things you're set out to do in your new manager role, set milestones for achievements and what you plan to do on those milestones, and lay out instructions on how to achieve your goals.

Importance of 30-60-90 plan

A 30 60 90 day plan for new managers has utmost importance if you want to become acclimated with your new position and the set of responsibilities that come with it. As shown earlier, listing out your goals clearly not only helps you visualize them but also manifests them as a guide about what to handle in different phases and how to make it beneficial for your managerial personality.

You can see amazing results, such as an increase in motivation and a sense of achievement, as well as devotion to impress your employers. A great approach is to show or send your plans to your supervisors for approval. This will show them not only that you can strategize your work expectations but also that you're contemplating ways to bring a positive change.

How to create a 30-60-90 plan?

- The learning phase

As a new manager, use your first 30 days to gather information on all your responsibilities. Recall your conversation with your boss during the interview or re-read the job description for ideas. Now that you have that information, incorporate patience and focus on learning how processes work and your position in the picture. Spend time with existing managers, or tenured team members so you can understand the dynamics and specifics of your business.

Some tips:

- Study the mission and vision of your organization.
- Find out about the hierarchy, code of conduct, and culture of your company.
- Look at past performance statistics, records, and research on your organization's competition.
- Execute an experimental strategy. Consult and keep your boss in the loop.
- Keep a check on your team's current productivity and performance.
- Make sure to get to know each team member and identify a mentor from your senior management team.

- The Contributing Phase

Once you're through with your 30-day plan, you will already have established a positive image for yourself. *And now it's showtime! How?* Share your suggestions, be more vocal during meetings, and have a hand in the functioning and progress of your team. Don't be afraid now to inflate your workload and bring a ramp-up in crunching numbers.

Some tips:

- Learn about your organization's entire product roadmap, and find out key areas where you can make your contribution.
- If you do come up with a contribution, run it by your senior management to run a consensus.
- Take more responsibilities and lead more initiatives.
- See-through at least one project to successful completion.
- Then network and collaborate outside of your team.
- Organize and participate in team bonding events.

- The Leading Phase

By the end of 60 days of your journey, you should have a strong understanding and awareness of your role in the system. Because of continued engagement, all the people on your team and all the related stakeholders should be familiar with It is now time to assume more autonomy and look for ways to practice leadership. Signing up for conferences, seminars, or even an online course for your professional development is a great way to do this. *A great way to seed skills for success is with our **First Time Manager Bootcamp**.*

Some Tips:

- Analyze your successes and failures from the past 60 days and take key learnings away.
- Curate and explain new KPIs for your team.
- Being well versed with the company policies at this point, you can propose improvements to them.
- Suggest a collaboration between teams that are cross-functional across your organization.
- Aim to increase your team's performance by 10-15 percent with effective methods.
- Engage with recreational clubs or communities within the company.

Looking for more amazing tips and guides? Here are some common [mistakes you should avoid as a new manager](#) and [People Skills for a First Time Manager](#).

Additionally, explore our 12-week online Bootcamp for First Time Managers, certified and proven to bring improvements.