

### Check in with your manager

- · Review progress
- · Discuss next steps
- · Discuss development needs

## Establish your priorities

Update your business priorities if needed

• Is your team working on any new projects?

Are there additional priorities you should focus on?

 What other projects are taking place that you will need to be involved with?

## Plan the actions you need to take

Early wins

- Start delivering early wins and improvement ideas
- · Keep track of your early wins and ideas

Tasks and projects

• Take on specific tasks or projects that will add value to the business and build your personal profile

# Determine your deliverables (update this section regularly)

New deliverables and priorities

• Discuss any new deliverables and priorities with your manager

Plan for the first 90 days (update your original 30 or 60 day plans where necessary)

• Plan and set deadlines for the activities you'll need to complete in order to deliver key tasks

## 5 Identify your development needs

Groups, networks and events to join

• Join relevant groups, networks and events to expand your knowledge and network

Personal development plan

- · Work on your personal development plan and solicit feedback
- Track your progress and any additional questions you have