

30/60/90 LEADERSHIP TRANSITION PLAN

The first 90 days in a new leadership role are critical for building trust, gaining clarity, and establishing momentum. Use this simple framework to build trust, gain clarity, and accelerate your impact.

LEAD WELL FROM DAY ONE

FIRST 30 DAYS

Learn & Observe

Goal: Build relationships and understand the current reality.

- Meet key team members & stakeholders
- Learn culture, systems & priorities
- Review projects, finances & performance
- Listen to understand needs
- Identify “quick wins”

DAYS 61–90

Execute & Lead

Goal: Move from observation to action and leadership.

- Launch key initiatives
- Establish team rhythms & communication
- Strengthen stakeholder relationships
- Evaluate progress & adjust strategies
- Begin long-term planning

DAYS 31–60

Strategize & Align

Goal: Refine expectations and set short-term priorities.

Bullets:

- Clarify role expectations
- Develop 6–12 month plan
- Align team roles & deliverables
- Begin process improvements
- Communicate progress & celebrate wins

HOW TO USE THIS TOOL

- **Customize the Plan:** Add your specific goals for each 30-day window.
- **Review Weekly:** Track your progress and adjust as needed.
- **Share with a Mentor or Supervisor:** Get feedback and accountability.
- **Celebrate Wins:** Recognize milestones at the end of each 30-day window.

Need support for your leadership transition? Whether you're onboarding a new leader or stepping into a new role yourself, BIG offers customized coaching and tools to help you maximize your first 90 days. Schedule your Leadership Transition call today.

START STRONG. LEAD BOLD.

