

30-60-90 day plan template

30-Day Goals (First Month)

Learning and Orientation

- Understand company culture and values
- Complete onboarding process
- Meet key team members and stakeholders

Role-Specific Tasks

- Review job description and responsibilities
- Set up necessary tools and accounts
- Shadow team members to understand workflows

Initial Projects

- Identify quick wins
- Start working on small, manageable tasks

60-Day Goals (Second Month)

Deeper Understanding

- Analyze current processes and identify areas for improvement
- Conduct informational interviews with team members
- Research industry trends and best practices

Increased Responsibility

- Take on more complex projects

- Contribute ideas in team meetings
- Start building relationships with external stakeholders

Performance Metrics

- Set personal performance goals
- Establish key performance indicators (KPIs)

90-Day Goals (Third Month)

Strategic Contributions

- Develop and present improvement proposals
- Take ownership of key projects or initiatives
- Collaborate on cross-functional projects

Leadership and Initiative

- Mentor or assist new team members
- Volunteer for additional responsibilities
- Propose innovative solutions to existing challenges

Long-term Planning

- Set goals for the next quarter
- Identify areas for professional development
- Schedule performance review with manager

Note: This template is customizable. Adjust goals and tasks based on your specific role, industry, and company expectations.