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New job 90-day plan template



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new role plan

Role · _____ **Start date:** ____ **Manager:** ____

Days 1–30 (LEARN) · Priority: understand the team, processes and expectations

Key relationships to build · _____

Days 31–60 (CONTRIBUTE) · Priority: deliver quick wins and prove core competence

Quick win target · _____ **By:** ____

Days 61–90 (LEAD) · Priority: set the agenda for your impact going forward

90-day presentation to manager · **Date:** ____ **Key achievements:** _____

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