**30/60/90 Days Plan Example**

Use our 30/60/90-day plan template to start creating your own plan. If you’re stuck on how to fill it in, this example can provide some inspiration.

|  |  |
| --- | --- |
| **DAYS** | 1- 30 |
| **FOCUS** | Learning |
| **PRIORITIES** | * Begin to understand my role and where it fits within the team and company objectives.
* Understand what my managers expectations are
* Learn basic internal processes and procedures
 |
|  |  |  |
| **TYPE** | **GOAL** | **MATRIX** | **TARGET DATE** | **COMPLETE** |
| **LEARNING**  | Read all relevant company information – asking my manager for recommendations. | Reading complete |  |  |
|  | Gain access to and familiarize myself with all accounts needed for my role (email, management software etc.) | Task completed  |  |  |
|  | Observe a seasoned team member conducting basic processes | Task completed |  |  |
| **PERFORMANCE**  | Make my first sales calls to key clients and prospects | 3 calls completed  |  |  |
|  | Discuss performance expectations with my manager and make note to incorporate it in my future actions.  | Task completed  |  |  |
| **PERSONAL**  | Introduce myself to my new colleagues and learn what they do for the company | 3-5 meetings conducted  |  |  |
|  | Set up recurring meetings with everyone I’ll need to work with on a regular basis—including cross-functional and external partners | Regular meetings set and attended |  |  |

|  |  |
| --- | --- |
| **DAYS** | 31-60 |
| **FOCUS** | Contributing |
| **PRIORITIES** | * Perform my role at full capacity, with a decreased need for guidance.
* Start to explore how I can make a unique impact within my role and the company.
 |
|  |  |  |
| **TYPE** | **GOAL** | **MATRIX** | **TARGET DATE** | **COMPLETE** |
| **LEARNING**  | Complete an online training course to learn how to better utilize our customer relationship management platform | One course completed |  |  |
|  | Shadow a seasoned member of the team, listen in on at least three of their sales calls, and document what I learn from observing their approach | Task completed  |  |  |
| **PERFORMANCE**  | Make five sales calls a week to key clients and prospects | 20 calls completed  |  |  |
|  | Ask a seasoned member of the team to observe at least one of my sales calls and give me feedback about how I can improve | Task completed  |  |  |
|  | Listen to at least four of my own recorded calls and note self-feedback | 4 calls listed to |  |  |
|  | Ask for feedback from my manager and co-workers, and document the feedback so I can incorporate it in the future | Task completed |  |  |
| **PERSONAL**  | Schedule coffee or lunch with someone from the company I haven’t gotten to know yet. | Task completed |  |  |

|  |  |
| --- | --- |
| **DAYS** | 61-90 |
| **FOCUS** | Taking initiative |
| **PRIORITIES** | * Start assuming more autonomy and finding small ways to practice leadership skills.
* Start to explore goals for the rest of the year.
 |
|  |  |  |
| **TYPE** | **GOAL** | **MATRIX** | **TARGET DATE** | **COMPLETE** |
| **LEARNING**  | Identify and sign up for a conference, webinar, or online course that will aid in my professional development. | One conference, course, or webinar signed up for |  |  |
|  | Analyse my performance so far and establish key metrics I care about (sales, leads, revenue, etc.). | Task completed  |  |  |
| **PERFORMANCE**  | Perform my core responsibilities at a higher level based on the metrics I outlined. (Close more sales, increase revenue, etc.) | Task completed  |  |  |
|  | Develop an idea for a new project or initiative I can spearhead, and pitch it to my manager. |  Task completed  |  |  |
|  | Complete the project or initiative I outlined and get feedback from key stakeholders. | Project/initiative completed and feedback received from three key stakeholders |  |  |
| **PERSONAL**  | Get involved in extra-curricular company activities by signing up for the corporate volunteer day or a company-sponsored club or sports team. |  One activity signed up for  |  |  |