

Intentional Future

Juliet P. Morris



Create your first 30 days with intention

The first 30 days can be overwhelming, and you are often reliant on the organisation building your onboarding plan.

Here are some questions to help you get started before day 1 and ensure that you can make an impact quickly.

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Remember why you applied for the job. Then remember how you felt when you accepted.

It can feel a long time from application to start date. Recalling why it matters to you and what skills you'll bring – and learn – helps you set your intention for your new role.

Information to gather *before* you start. Whilst these may change, being prepared will help you create your plan.

- Ask for any pre-reading.
- Obtain an overview of the business, projects, objectives, goals.
- Identify what's important for you to know and make an impact on quickly.
- What are your expected deliverables in the first three months to twelve months.

Establish your priorities.

List the top 3 business priorities:

How does your new role support the business priorities:

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**Why did you apply for the role?
How did you feel when you accepted the role?
What with this role give you?**

It can feel a long time from application to start date. Recalling why it matters to you and what skills you'll bring – and learn – helps you set your intention for your new role.

Set your intention.

How would you like to show up in the first week to first month?
Are there meetings to attend, offsites, or events?
Will you be in the office or working remotely?
Have this basic information ready, then you can plan.

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Plan.

Plan to schedule in meetings so you can understand and agree expectations. This includes meeting with your line manager, colleagues, peers, and don't forget networking opportunities.

First week:

First month:

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What are your skills and development needs?

What would you like to learn and what you need to learn are often different. Put some thought in here to help you ask the write questions when you start.

Market / Industry / Competitors

Strategy / Policies / Process

Customers

Products / Services

Skills Gaps – Want to learn / Need to learn

Five things to remember:

1. When you introduce yourself to colleagues, be clear on what impact you want to make and why you there. You'll learn the how along the way.
2. Ask what is expected of you.
3. Find out what measures are in place, i.e. OKRs, KPIs, CSAT. You can ask your line manager how they are measured and what's the one metric that is the most important.
4. Ask questions by being curious and open to learning. The more questions you ask early on, the more clarity you have.
5. Learn about the organisation – culture, values, customers, investors.

Don't forget to build time in for you, so you can reflect and refresh, and not overload yourself with all the information too quickly.

Here's to your first 30-days and beyond!

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About

Accomplished and award-winning people leader with over 20 years' experience in growth, changeable and uncertain specialist and technical organisations, reshaping and growing leading UK healthcare, digital and cloud providers.

Juliet co-owns a leadership consultancy, her coaching practice and is a volunteer as a Tech Ambassador and Co-Vice Chair of the CIPD.

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