

BONUS

THE FIRST 90 DAYS CHECKLIST



Your Week-by-Week
Plan on One Page

THE CORPORATE PLAYBOOK

DAYS 1–5: OBSERVE BEFORE YOU OPERATE

- ☐ Learn names and roles before forming opinions about people
- ☐ Ask your manager: "What would make my first 30 days a success from your perspective?"
- ☐ Map the informal landscape: who's respected, who's the go-to for what, what the team's real priorities are
- ☐ Set up your communication channels correctly (Slack/WhatsApp, email signature, calendar settings)
- ☐ Ask your manager's preferred communication style and check-in frequency
- ☐ Under-promise on every task — exceed a modest expectation rather than miss an ambitious one

DAYS 6–30: BUILD THE FOUNDATION

- ☐ Send your first proactive weekly update at the end of week 2 (use the Script Pack)
- ☐ Schedule 1:1 coffee or video calls with 3–5 peers — just to learn, not to impress
- ☐ Complete your first significant deliverable, then ask: "Is there anything I should do differently?"
- ☐ Identify one senior person whose work you admire — find a natural reason to interact
- ☐ Map the meeting landscape: which meetings matter, which are performative, where you can add value
- ☐ Speak in the first five minutes of every meeting — even one clarifying question
- ☐ Ask your 30-day check-in question: "Am I focusing on the right things?"

DAYS 31–60: DEMONSTRATE RELIABILITY

- ☐ Deliver everything on time and complete — no exceptions in this window
- ☐ Volunteer for one visible task or project, however small
- ☐ Start your accomplishments document — update it weekly
- ☐ Learn the politics of one project well enough to explain it to a peer
- ☐ Identify the most respected person at your level — observe how they operate in meetings
- ☐ Ask your 60-day check-in question: "What would I need to demonstrate to be seen as fully ramped up?"

DAYS 61–90: BEGIN TO ADD STRATEGIC VALUE

- ☐ Propose one improvement, framed as a question: "I've noticed X — would it be worth exploring Y?"
- ☐ Confirm your manager can name at least three specific contributions you've made
- ☐ Identify a potential future sponsor — do excellent work visible to them
- ☐ Ask your 90-day check-in question: "What are my biggest development areas?"
- ☐ Review your accomplishments document — prepare a summary for your manager
- ☐ Write down the three most important unwritten rules you've decoded

NEVER DO (THE 90-DAY KILLERS)

- ☐ ~~Offer unsolicited opinions on how things could be done better~~ — ask about the thinking first
- ☐ ~~Form strong alliances too early~~ — observe the social landscape before committing
- ☐ ~~Compare your company to previous experience~~ — "at my internship we..." signals you haven't arrived
- ☐ ~~Go quiet in hybrid/remote mode~~ — overcommunicate slightly; invisible is worse than too visible
- ☐ ~~Skip social events~~ — show up for at least the first 45 minutes (drinking is never the requirement — showing up is)

THE SOCIAL CAPITAL RULE

Every positive interaction is a deposit. Every mistake, every ask you could have answered yourself, every dropped ball is a withdrawal. You get roughly one "I don't know how to do this" token per quarter — spend it only on genuinely important, non-Googleable problems.

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