SKILLS LEARNING HUB

LEADERSHIP TRACK · FREE GUIDE

The First 90 Days Leadership Checklist

New leadership roles are won or lost early. The habits and relationships you build in your first 90 days set the trajectory for the next several years. This checklist breaks those 90 days into three deliberate phases so you build trust and traction fast, without winging it.

Days 1-30: Listen & Map

- Hold a 1:1 with every direct report in week one — no agenda beyond understanding their world.
- Ask every stakeholder the same question: "What's working that I should not touch?"
- Map the informal power structure — who people actually go to for answers, regardless of title.
- Resist the urge to change anything visible in month one. Observation buys credibility for month two.

Days 31-60: Diagnose & Align

- Identify the one or two highest-leverage problems worth solving first — not the loudest ones, the highest-leverage ones.
- Align with your own manager on what "success" looks like at day 90, in their words, not just yours.
- Make one small, visible improvement that the team feels within a week — momentum matters more than scope here.

Days 61-90: Act & Establish Rhythm

- Launch your first real initiative — small enough to finish, meaningful enough to matter.
- Establish a recurring cadence: team meeting, 1:1 schedule, and a way for problems to reach you early.
- Deliver a "what I've learned, what's next" update to your team and your manager — closes the loop on the first 90 days publicly.

5 Questions to Ask Every New Direct Report

- What's the biggest obstacle in your way right now that I could remove?
- What would you change about how this team operates if you could change one thing?
- How do you like to receive feedback — direct and immediate, or written and considered?
- What's something this team does well that outsiders don't give it credit for?
- What does support from me actually look like, day to day?

A checklist gets you through 90 days. A system builds a career.

Leadership is the full course behind this checklist — frameworks for building trust, giving feedback that lands, and leading through change long after the first 90 days are over.

Enroll in Leadership — $97 -> skillslearninghub.com/buy-leadership-course/

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