

How to Start a Job: The First 90 Days

Why the First 90 Days Matter

The first three months of a new role are critical. It's a quarter, which is a recognized time frame in the business world. Companies often track how they're doing based on how much progress they make each quarter, and you should, too. These first 90 days are your chance to learn, adapt, and set the tone for your future success.

Key Strategies

Develop Strong Work Habits

- **Listen before you speak** – take time to understand how things are done.
- **Learn the office culture** - every workplace has its own norms.
- **Be reliable** - show up on time or early to meetings, meet deadlines and follow through on commitments.
- **Communicate proactively** if deadlines or expectations change. Ask clarifying questions.
- **Stay organized** - use tools like planners, task lists, or apps.
- **Seek feedback** regularly and look for opportunities to keep learning.

Resources

- [How to Give \(and Receive\) Critical Feedback \(Harvard Business Review\)](#)
- [Your Guide to Time Management Skills in the Workplace \(The Muse\)](#)

Prioritize Wisely

There's always a risk you'll gravitate toward the parts of the job that you enjoy and feel you're good at and ignore the parts of the job that you dislike or aren't as good at. The first step is to identify your strengths and weaknesses, so make a list. The second step is to force yourself to prioritize job responsibilities in terms of importance, rather than preference. Talk with your supervisor, have them help you prioritize based on their needs.

Build Key Relationships

Strong connections will help you succeed

- Ask your manager "Who is it critical that I get to know?"
- Stay connected with your support system (mentors, family, champions, etc.)
- Keep networking inside and outside your organization.
- Manage your relationship with your boss:
 - Learn their leadership style and adapt to it.
 - Align your priorities with theirs.
 - Be proactive: If they don't schedule check-ins, ask how they'd like to stay in touch (in person, email, phone, etc.) and how often.

Resources

- [Managing Up: How to Be Your Own Advocate at Work \(The Muse\)](#)
- [How To Build More Connected Work Relationships and Collaborate Better \(Forbes\)](#)

Make a 30-60-90 Day Plan

A 30-60-90 day plan is what it sounds like: a document that articulates your intentions for the first 30, 60, and 90 days of a new job. This could be self-onboarding or used in a late-stage interview - also could be a great question during an interview - "What does success look like for the first 30-60-90 days in this position?"

- Days 1-30: Learning → Observe, listen, and absorb information.
- Days 31-60: Contributing → Start planning, taking initiative, and adding value.
- Days 61-90: Executing → Deliver results, propose improvements, and begin making an impact.

Resources

- [The 30-60-90 Day Plan: Your Secret Weapon for New Job Success \(The Muse\)](#)

These strategies will help you not only adjust to your new role but also build trust with your team and create momentum for long-term success!