

## Sink or Swim – starting new job checklist

### Week 1

<b>Goal</b>	Explore environment
<b>Time</b>	Establish routines
<b>Knowledge</b>	Get information about the job and the company
<b>Team</b>	Familiarize yourself with team and team processes
<b>Image</b>	Observe organizational culture

- Find restroom, food sources, office and get office setup properly
- Find team Wiki/ source code / tools / Build server. Build app locally
- Get a list of everyone you interviewed with and make an effort to personally thank them
- Dress appropriately
- Meet people around you and team mates
- Make sure that morning routines are working so you can get to work in time
- Setup meeting with boss to get clear on roles and responsibilities (you and teammates)
- Find organizational chart and company product and sales information
- Trim hair and nails
- Identify alternative routes to work
- Pay attention to appropriate pace, length and content of the conversations
- Have lunch with teammate or coworker to build relationships

### Week 2

<b>Goal</b>	Identify your key responsibilities
<b>Time</b>	Adjust daily routine to fit your needs
<b>Knowledge</b>	Determine what you know and what you need to know
<b>Team</b>	Identify responsibilities of your team members
<b>Image</b>	Practice your image skills by continuing to meet more people

- Get clear on your role and project success factors
- Practice active listening especially eye contact and no interruptions
- Meet more coworkers
- Determine key knowledge I need on my project. See if tools I used can be used in new place
- Practice active listening, especially repeating key words
- Find department org chart
- Get calendar, mail rules and task list system down
- Put deadlines on my projects

### Week 3

<b>Goal</b>	Get clear on your deliverables
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<b>Time</b>	Identify the timeframe that corresponds to your deliverables
<b>Knowledge</b>	Determine resources you need and where they are found. Identify key stakeholders and gate keepers around your deliverables
<b>Team</b>	Be clear on expectations from your manager and from you team. Network to get information needed
<b>Image</b>	Balance asking questions, providing answers and insights, and making clear requests (who, what, when)

- Tackle your milestones to make sure you are making progress. Note when you have questions or concerns.
- Meet with your manager to discuss progress, questions and recommendations for solution
- Make clear requests of others to make your work going
- Put all milestones and deadlines on your calendar
- Create and use daily task list. Manage tasks as easy/ hard and most impact/ least impact
- Schedule meetings with teammates to discuss their experience and advice
- Balance asking questions and giving opinions
- Get your e-mail etiquette – get back to people on time
- Leave short and clear voicemail (I need to talk to you regarding x. it is important. Please respond within a day)
- Identify areas for you to develop additional skills immediately and down the road
- Read and re-read you e-mails to make sure they are grammatically correct and state what you intend
- Create task list for next week

#### Week 4

<b>Goal</b>	Make progress on your work
<b>Time</b>	Plan interruptions in your work week
<b>Knowledge</b>	Tap into relevant knowledge resources
<b>Team</b>	Begin to share your resources with your team
<b>Image</b>	Build rapport and trust

- Review your task list for this week
- Get clear on your milestones
- Prepare your meetings with colleagues to gather information
- Practice your relationship rapport skills: matching body language, matching tone of voice, matching key words
- Review how you are managing time: getting to and from work, getting to meetings on time
- Plan for distractions during the day. Where do these distractions come from?
- Pay attention to project scope and goals. Is it staying the same or is it changing?
- Make sure your conversations with coworkers are equitable. What are you giving in return for their

time and insight?

- Plan tasks for next week

### Week 5

<b>Goal</b>	Identify successful ways in which work gets completed
<b>Time</b>	Observe how time is treated, valued, and managed
<b>Knowledge</b>	Identify how information is shared
<b>Team</b>	Observe and understand how your team gets work done, collaborates, and functions
<b>Image</b>	Observe the environment, how others are considered successful dress and behave, how you are adapting, and make the necessary adjustments

- Determine company's and team values. How are they a part of day-to-day work
- Is my style of dress sends the right message?
- Find out how people take accountability for their actions
- Identify traits of characteristics that make my coworkers unique
- Identify how decisions are made
- Determine the values my coworkers consider important.
- Determine how people share information or knowledge
- Identify the sources of information that are considered credible
- Consider how teammate follow through on commitments
- Plan tasks for next week

### Week 6

<b>Goal</b>	Determine your unique skills and attributes
<b>Time</b>	Make the time to reflect and gain perspective on what makes you unique and what you are learning in your new job
<b>Knowledge</b>	Identify what you know, determine subject areas, and determine how to apply your knowledge to your job.
<b>Team</b>	Get feedback on your performance and share your thoughts/ reflections/ ideas
<b>Image</b>	Work on developing and delivering your personal PR message

- Make time on your calendar to identify what makes you unique (why people come to me with questions, what of my perspectives are different from other people, etc.)

- Schedule time with trusted friends to discuss your thoughts on your strength
- Meet with your manager to get feedback
- Find casual opportunities to get feedback from your coworkers
- Think about your professional legacy
- Find three key phrases that capture what you want to be known for
- Evaluate how you can contribute your skills to your team
- Find appropriate opportunities to share your PR message
- Reflect on your time management skills. See if it can be improved so it aligns with your PR message
- Prepare tasks for next week

### Week 7

<b>Goal</b>	Check your network
<b>Time</b>	Modify your networking time so you can make the right contacts
<b>Knowledge</b>	Determine if you know the right people with the right information
<b>Team</b>	Review and reinforce team relationships
<b>Image</b>	Determine if your image skills are on track to building your network

- Identify coworkers you need to introduce yourself or get to know
- Make time on your calendar to have lunch with these coworkers
- Make sure your verbal and non-verbal messages come the way as you intended
- Get back to people you have unfulfilled obligations to
- Review your relationships with other teammates. Who do you need to talk to clear the air
- Practice you PR message
- Make sure you know which people have the information you need

### Week 8

<b>Goal</b>	Look ahead and identify your six month goals
<b>Time</b>	Prioritize your projects in conjunction with your goals
<b>Knowledge</b>	Identify trends and information that will impact you, your profession and your work
<b>Team</b>	Share the information with your team to help them look and work towards the future
<b>Image</b>	Align your image with your future goals

- Have answer to the question: If I get X, what would it do for me?
- Based on what you know about your new job, determine what do you want to do six month from now.
- Research if it makes sense according to the larger industry
- Make planning for six month goal a priority. Prioritize your current projects and make sure you set aside time to research your six month goals

- Determine resources you need to reach your six month goal
- Identify what success will look like when you reach your six month goal
- Align you PR message with your six month goal
- Share your research findings on industry with your team
- Dress and act part of your six month goal
- Prepare the task list for your next week

### Week 9

<b>Goal</b>	Check in with yourself
<b>Time</b>	Determine and adjust your ability to track time and deliverables
<b>Knowledge</b>	Determine appropriateness and effectiveness of your knowledge base
<b>Team</b>	Determine how you are meeting the expectations of your team
<b>Image</b>	Determine how you are communicating you message and the level of its effectiveness

- Make sure you are on track with your goals
- How are your time management skills? Do you get to work, to meetings and from work on time?
- Keep up with a pace of work in your company
- Meet the expectations your team has for you
- Get feedback on how are you perceived by your colleagues
- Update your resources for information
- Do your behavior support your PR message
- Do lunch and make sure your network is strong and growing
- Prepare tasks for next week

### Week 10

<b>Goal</b>	Determine the real culture and how to thrive within it
<b>Time</b>	Determine the real speed of the organization, team and individuals
<b>Knowledge</b>	Determine how information gets really shared
<b>Team</b>	Determine how your team really operates
<b>Image</b>	Determine the image that is valued in your company

- What are cultural artifacts, exposed values, and underlying assumptions of your company
- How quickly does your company move
- How quickly does your team move
- How does information get really shared? How much are you actually privy to?
- Increase your network to increase your information flow
- Create more communication with your team
- Keep pace with your teammates

- Determine the image that gets rewarded in the company
- Make sure you are clear on goals and purpose even if your team and the company is not
- Start your task list for next week.

**Important to always look for opportunities in every situation.**

**Know your strength and where you contribute value**

**Know when and how to ask for help**

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