

Sink or Swim – starting new job checklist

Week 1

Goal	Explore environment
Time	Establish routines
Knowledge	Get information about the job and the company
Team	Familiarize yourself with team and team processes
Image	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

Goal	Identify your key responsibilities
Time	Adjust daily routine to fit your needs
Knowledge	Determine what you know and what you need to know
Team	Identify responsibilities of your team members
Image	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

Goal	Get clear on your deliverables
-------------	--------------------------------

Time	Identify the timeframe that corresponds to your deliverables
Knowledge	Determine resources you need and where they are found. Identify key stakeholders and gate keepers around your deliverables
Team	Be clear on expectations from your manager and from you team. Network to get information needed
Image	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

Goal	Make progress on your work
Time	Plan interruptions in your work week
Knowledge	Tap into relevant knowledge resources
Team	Begin to share your resources with your team
Image	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

Goal	Identify successful ways in which work gets completed
Time	Observe how time is treated, valued, and managed
Knowledge	Identify how information is shared
Team	Observe and understand how your team gets work done, collaborates, and functions
Image	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

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

Goal	Check your network
Time	Modify your networking time so you can make the right contacts
Knowledge	Determine if you know the right people with the right information
Team	Review and reinforce team relationships
Image	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

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

Goal	Check in with yourself
Time	Determine and adjust your ability to track time and deliverables
Knowledge	Determine appropriateness and effectiveness of your knowledge base
Team	Determine how you are meeting the expectations of your team
Image	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

Goal	Determine the real culture and how to thrive within it
Time	Determine the real speed of the organization, team and individuals
Knowledge	Determine how information gets really shared
Team	Determine how your team really operates
Image	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

Nattulin Consulting