

100-DAY PLAN

The first 100 days in your new job - How to become irreplaceable

Yes, now we have reached the fun part of your Makio process. You are on your way to get a good seat in your next cool job!

Starting a new job in a new company is a huge change for most people. It isn't just a continuation of your former job. In the beginning it is a condition of temporary incompetence, and this can be difficult to understand and accept.

Of course, you have a lot to offer and to build upon with the experiences you bring along, and we recommend that you approach the job with humility, curiosity, and an open mind. You will depend on other people in a much stronger way than you have been used to. So much new stuff to learn, and many new competences and relations to build.

Here beneath, we will introduce some good advice that may be useful the first 100 days in your new company. It's all about making yourself clear what you wish to achieve, what you want to avoid – and which image you wish to show.

By planning your time and your focus areas you can increase initiative, control, and overview.

Stage 0: Before you start

- Check if there is an introduction plan with scheduled meetings the first week ahead
- Get familiar with the company beforehand in the best possible way. Use all available sources to get information about the market, the products, and the organisation
- Be prepared that everything probably will not turn out the way you expected it to or the way you perceived it would from the hiring process
- Try to be a little less social in your private life for the next few weeks - and this is not the time for you to improve your golf handicap 😊

A sketch can provide you with an overview of your activities in the first period:

1. **Who to talk to and when?** Don't forget important external partners

2. **Get to know your closest colleagues**, together you create changes and results. Talk to everyone with an open mind - and listen to their view on the company, its advantages, challenges, and their ideas too how to solve the issues.
3. **How do you want to communicate?** Depending on your role in the company, you can tell how you want to spend the first 100 days at your new job. Tell about your perception, conclusions, doubts, and gut feeling. Remember, successful communication is founded on a thorough preparation and sparring
4. **Be well prepared** before you tell how you are going to approach your new assignment. Tell your managers what's on your mind and what you experience and think.

Stage 1: The first period

It pays off to be authentic and well-mannered.

Dos:

- Be yourself
- Lower your excitement, take your time, excitement is good, being over excited is bad
- It's a good idea to make a personal introduction of yourself to your closest colleagues
- Ask curious and open questions. Remember, there is no such thing as a stupid question
- Be optimistic – without overestimating your skills
- Be quick to involve yourself in daily tasks and issues in order to learn (ask questions so you understand) and in order to help (roll up your sleeves)

Don'ts:

- Avoid hasty assessments about what's good or bad. A lot of things will be handled differently than you are used to – but it doesn't necessarily make it wrong
- Don't make promises you can't keep
- Don't brag about your former successes
- Keep from telling this and that about how you used to do things at your old job

Stage 2: How to get to know your new organization even better

- Be quick to plan a second round of in-depth conversations with your new closest colleagues: Good/bad? Threats/possibilities? Concrete ideas to what could be done differently?
- Collect data and information: Prepare analyses and assessments together with other knowledgeable and senior colleagues
- Build a network of internal stakeholders, peers, colleagues, managers, staff members
- Compare your observations with your stakeholders without suggesting fast and smart solutions
- Prioritize your time: Focus on what's important – not all emergency tasks are important. Discuss with your manager which tasks are the most important. Hurry up slowly.

It can be very tempting to demonstrate that the company has hired the best candidate who spits out new initiatives and solutions. Though, remember you are in the middle of a Marathon - not a 100-meter sprint! Focus on success by considering the timing of your suggestions: pick the low-hanging fruits and pay respect to your new colleagues and their efforts and knowledge.

About once a month, you should evaluate your plan, adjust your goals and celebrate your successes!

BEST OF LUCK WITH BECOMING THE BEST EMPLOYEE IN THE COMPANY!

Above mentioned is inspired by the book "The first 100 days" by Lars Bo Hansen.