

# New Role, Big Goals: Your 3/6/12-Month Game Plan

Starting a new job is exciting, but it can also be overwhelming. This guide breaks down what to focus on in the first 3, 6, and 12 months so you can build confidence, make an impact, and grow with purpose from day one.

## 1-3 Months: Start Strong

**Focus:** Learning, Relationships, Professionalism

- **Learn the Business:** Understand your team's goals, the office dynamics, and the purpose of your role.
- **Build Relationships:** Get to know your manager, teammates, and key stakeholders via breaks and social events.
- **Master the Basics:** Become proficient with company tools, internal systems, and core responsibilities.
- **Show Initiative:** Ask questions, seek constructive feedback, and follow through.
- **Take Notes:** Keep track of wins, challenges, and what you're learning.

## 4-6 Months: Build & Belong

**Focus:** Contribution, Confidence, Visibility

- **Deliver Consistently:** Show that you can handle tasks with increasing independence. Are you reliable?
- **Collaborate Effectively:** Participate in cross-functional projects. Are you demonstrating how you're a team player?
- **Communicate Clearly:** Keep your manager updated. Do you have progress meetings at least once per month?
- **Track Your Progress:** Reflect on how you're contributing. Any quantifiable impacts to note?
- **Clarify Career Goals:** Think about skills you want to develop in the short term. How can your employer help?

## 7-12 Months: Grow & Lead

**Focus:** Growth, Influence, Planning Ahead

- **Level Up:** Ask for new projects, training, or mentorship opportunities from senior staff members.
- **Add Value:** Look for ways to solve problems, take on more responsibilities, or improve processes.
- **Be a Team Player:** Continue to support others, share knowledge, and offer to mentor new hires.
- **Prepare for Year End:** Document your achievements for reviews or future leadership planning.
- **Plan Next Steps:** Talk with your manager about long-term opportunities or paths within the company.

### Quick Tips for Success

- Be curious and unafraid to ask questions.
- Stay organized and meet deadlines. Avoid overpromising and under-delivering.
- Seek constructive feedback, not just praise.
- Keep a "humble" brag sheet. Update your resume and LinkedIn profile with these wins.
- Your first year is about learning. Be patient with yourself!