

FIRST 100 DAYS

WHAT'S THE POINT?

When we have a new challenge, we might want to get stuck in straight away! However, it can be really helpful to reflect on what we want to get from it and how we want to feel before we start. You can then plan to get what you want to get, and work out how to make sure you feel how you want to feel. Writing these things out can help to give us clarity and to stop us getting bogged down and exhibiting frustrations or behaviours that might get in the way of the goal.

LET'S DO IT!

Ask yourself the questions on these four pages. If it is a big job or project there might not be enough room here, so feel free to continue on flipcharts or in a separate notebook.

When you are at Day 100 what do you want people to say has happened?. Think about the practical things you want to achieve?
What 1 or 2 sentences would enable you to describe this in the time it takes to go up 2 floors in a lift?

What changes do you think you will need to make to the people around you to get the outcome you want and to make sure people feel how you want them to feel?

How will you make sure everyone (upwards, downwards and sideways) understands the plan and sticks to it?

WHAT
VERSION OF
MYSELF WOULD
DO THIS AND
SUCCEED?



“THERE ARE TWO KINDS OF PEOPLE, THOSE WHO DO THE WORK
AND THOSE WHO TAKE THE CREDIT. TRY TO BE IN THE FIRST GROUP;
THERE IS LESS COMPETITION THERE.” INDIRA GANDHI

FIRST 100 DAYS CONTINUED

Imagine you are watching your first 100 days back on a video. What language, behaviour, mannerisms and stories will be in your edited highlights which will cement that first impression?

When you are at Day 100 how do you want people to feel about you and about themselves?

How will you make sure that you talk to the right people – inside and outside of your team/company/family – to understand what is really going on



REFLECT & QUESTION

What do you know you will find easy and difficult about achieving your plan?

How could you transfer some of the things you did well in different situations to this new challenge?

When you haven't created a great first impression in the past or didn't get what you wanted, what could you learn from that which might help here?

What is the first impression you want to create as you meet each new team member?

What details will you need to understand more about? Finances? Disputes? Processes? What previous mistakes might you need to rectify quickly?

PARTING SHOT

What could you do first and right now that would increase your chances of success?

