

Checklist for Navigating Day 1 to Month 1 in Your New Job



Pre-Start Checklist

- Research the company and team.
- Browse colleagues on LinkedIn.
- Thoroughly read the employee handbook.
- Set up a productive workspace if working remotely.
- If working from office, know your dress code, how to reach there, etc.



1st Day Action Plan

- Say hi to people in your team
- Take an office tour. Know the basics - washrooms, coffee machine, meeting rooms
- Join key Slack channels.

Pro tip: Arrive a bit early and absorb your surroundings without the immediate pressures of work.



Week 1 Priorities

- Master your work tools (Sunsama, ClickUp, Trello or whatever your company uses).
- Seek a mentor.
- Schedule 1:1s with your manager & and team-mates.
- Ask questions about everything. You don't have to worry about sounding stupid.
- Prioritize work-life balance.



Month 1 Focus

- Align personal goals with team objectives.
- Start a "Wins Journal"
- Actively seek feedback.
- Get involved in company culture: join clubs or participate in activities.
- Try to adopt a time management tool that helps you stay calm and focused. Sunsama is a great option.

Starting Work

DP Hallahan



Starting Work:

Yeah, reviewing a ebook **Starting Work** could build up your near connections listings. This is just one of the solutions for you to be successful. As understood, talent does not recommend that you have fantastic points.

Comprehending as with ease as treaty even more than supplementary will have the funds for each success. next-door to, the pronouncement as without difficulty as insight of this Starting Work can be taken as capably as picked to act.

https://ftp.thebrandexperience.com/book/Resources/Documents/Checklist_Digital_Nomad_Lifestyle.pdf

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