

# 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

**Commonwealth Shipping Committee**



## Starting Work:

Leaving School and Starting Work Ethel Venables, 2016-06-06 Leaving School and Starting Work presents the institutional help that is available to young people when they leave school This book examines the move of the new generation away from indoctrination in the schools towards freedom of expression and the involvement of the person in his own decisions Organized into five chapters this book starts with an overview of the psychoanalytic theory which suggests that the need to assess capacity and knowledge is not the only motive It then discusses the reality that society is a much more open one and the class structure is much less rigid Other chapters examine the misleading concept that opportunities for personal advancement are available to anyone with the necessary ability and drive which is a disservice to several very young people This book discusses as well the rational and conscious process of occupational choice The final chapter deals with the general attitudes to work and study This book is a valuable resource for young people faced with the challenges of leaving school and starting work

**Education and Training Policy Teachers Matter Attracting, Developing and Retaining Effective Teachers** OECD, 2005-06-08 Teachers Matter provides a comprehensive international analysis of trends and developments in the teacher workforce in 25 countries around the world including research on attracting developing and retaining effective teachers

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