

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

John James Sullivan



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

Power House ,1929 **Wages and Conditions of Employment in Agriculture**
Great Britain. Board of Agriculture and Fisheries,1919 Industrial Gazette New South Wales. Department of Labour and
Industry,1915 **Transactions** Mining Institute of Scotland,1888 **Electric System Handbook** Clarence Herbert
Sanderson,1930 **The Agricultural Gazette and Modern Farming** ,1914 **Report** Commonwealth Shipping
Committee,1921 *Mission Studies* Edward Pfeiffer,1908 Journal of the Association of Official Agricultural Chemists
Association of Official Analytical Chemists,1923 Includes the Proceedings of the 30th 57th 1913 40 annual convention of the
association Earlier proceedings were issued as Bulletins of the U S Dept of Agriculture Bureau of Chemistry *Municipal*
Register of the City of Hartford Hartford (Conn.),1915 Documents of the Assembly of the State of New York New York
(State). Legislature. Assembly,1918 **Journal of the American Welding Society** American Welding Society,1929

Told from the Ranks E. Milton Small,1901 **Proceedings of the ... International Conference of Agricultural**
Economists ,1929 Awards, Agreements, Orders, Etc., Made Under the Industrial Conciliation and Arbitration Act, the
Apprentices Act, the Labour Disputes Investigation Act, and Other Relevant Acts ... New Zealand. Department of
Labour,1912 Los Angeles Mining Review ,1912 Pennsylvania Business Law John James Sullivan,1920 **Welfare**
and Welfare Supervision in Factories and Workshops Great Britain. Home Office,1910 **International Marine**
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