FemaleThrive

LEADERSHIP TRANSITION WORKBOOK

The First *90 Days*

Learn quickly, build trust deliberately, and create the early wins that shape how you are seen for years.

NAME _____

NEW ROLE _____

COMPANY _____

START DATE _____

BEFORE YOU BEGIN

How to use this workbook

The first 90 days in a new leadership role move fast. This workbook gives you a calm, structured way to think before you act. Work through the six steps in order, then return to the weekly check-in and milestone reviews to keep yourself honest.

01 Diagnose

Name the situation you have actually inherited (STARS).

02 Learn

Build a learning agenda: what you need to understand, and by when.

03 Align

Hold the five conversations with your manager that prevent later surprises.

04 Connect

Map your stakeholders and build trust before you need it.

05 Win

Choose two or three early wins that build real credibility.

06 Build momentum

Turn it into a 30 / 60 / 90-day roadmap — and review it.

A FEW PRINCIPLES

- Write in pencil. Your thinking will change — that is the point.
- Short and honest beats long and polished.
- Bring this workbook to your coaching sessions and manager one-to-ones.
- Block 30 minutes every Friday for the weekly check-in.

> *"The first 90 days shape how you are seen for years. Learn fast, align early, and earn the right to lead change."*

STEP 01 · DIAGNOSE

Diagnose the situation

Every transition is different. Identify which STARS situation best describes what you have inherited — the right strategy depends on it. Parts of your team may sit in different situations.

- ☐ **Start-up** — Building something new from scratch.
- ☐ **Turnaround** — Rescuing a team or business in trouble.
- ☐ **Accelerated growth** — Scaling something that is working.
- ☐ **Realignment** — Re-energising a team that is drifting.
- ☐ **Sustaining success** — Protecting and building on a strong legacy.

What did I inherit? Describe the team, results and reputation in plain words.

What is working well that I must protect?

What is the biggest problem — and what is just noise?

What does success look like at Day 90, in my manager's words?

STEP 02 · LEARN

Your learning agenda

The faster you learn, the sooner you can make good decisions. Decide what you need to understand about the business, the culture and the politics — and who can teach you.

Technical

- ☐ Strategy & goals
- ☐ Products & customers
- ☐ Numbers & performance
- ☐ Processes & systems

Cultural

- ☐ How decisions get made
- ☐ What is rewarded
- ☐ Unwritten rules
- ☐ How conflict is handled

Political

- ☐ Who holds influence
- ☐ Key alliances
- ☐ Past failed initiatives
- ☐ Sensitive topics

MY TOP LEARNING QUESTIONS

	QUESTION	WHO CAN ANSWER	BY WHEN
1			
2			
3			
4			
5			
6			
7			
8			

Who are my best sources of insight — inside and outside the team?

STEP 03 · ALIGN

Manager alignment

Your relationship with your manager is the single most important one in your first 90 days. Plan these five conversations deliberately — ideally as separate discussions.

The situation

DATE _____

How does my manager see the current state? Where do we agree and disagree?

Expectations

DATE _____

What does success look like at 30, 60 and 90 days? What must I not do?

Working style

DATE _____

How do they like to communicate, decide and be updated?

Resources

DATE _____

What do I need — people, budget, support — and what can I negotiate?

Personal development

DATE _____

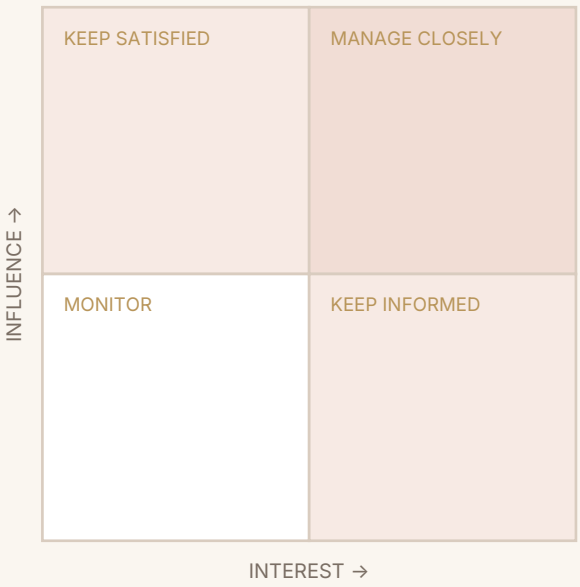
Which strengths should I lean on? Where should I grow?

Our working agreement (in one or two sentences):

STEP 04 · CONNECT

Your stakeholder network

Influence rarely follows the org chart. Map the people who can help or block your success, then build relationships before you need them.



How to use the map

Write each stakeholder's initials in the quadrant that fits. Spend most of your time on the top-right: high influence, high interest. Revisit at Day 30 and Day 60 — positions shift.

STAKEHOLDER TRACKER

NAME	ROLE	SUPPORTER / NEUTRAL / RESISTER	NEXT ACTION

STEP 05 · WIN

Early wins

Early wins build credibility and momentum. Choose two or three that matter to your manager and your team, are achievable within 90 days, and model the behaviours you want to see.

1

THE WIN

WHY IT MATTERS (AND TO WHOM)

FIRST STEP · OWNER · DEADLINE

OUTCOME / EVIDENCE

2

THE WIN

WHY IT MATTERS (AND TO WHOM)

FIRST STEP · OWNER · DEADLINE

OUTCOME / EVIDENCE

3

THE WIN

WHY IT MATTERS (AND TO WHOM)

FIRST STEP · OWNER · DEADLINE

OUTCOME / EVIDENCE

A good early win is...

- ☐ Visible to the people who matter
- ☐ Achievable within your first 90 days
- ☐ Aligned with your manager's priorities
- ☐ Done in a way that models your leadership

STEP 06 · BUILD MOMENTUM

Your 90-day roadmap

Bring it all together in three phases. Keep each phase to three priorities — focus is a leadership skill.

DAYS 1–30

Learn & listen

PRIORITY 1

PRIORITY 2

PRIORITY 3

HOW I'LL KNOW IT'S WORKING

DAYS 31–60

Align & act

PRIORITY 1

PRIORITY 2

PRIORITY 3

HOW I'LL KNOW IT'S WORKING

DAYS 61–90

Deliver & accelerate

PRIORITY 1

PRIORITY 2

PRIORITY 3

HOW I'LL KNOW IT'S WORKING

WEEKLY RITUAL

Weekly check-in

Thirty minutes every Friday. Copy this page as often as you need — consistency matters more than detail.

Week _____ Day _____ of 90

ENERGY THIS WEEK 1 2 3 4 5 6 7 8 9 10

What did I learn this week?

Which relationship did I invest in?

What progress did I make on my early wins?

What is getting in my way?

My three priorities for next week:

What I want to raise with my coach or manager:

MILESTONE REVIEWS

Day 30 · 60 · 90 reviews

Pause at each milestone. Look back honestly, then decide what to change. Share the headlines with your manager.

Day 30

WHAT WENT WELL

WHAT SURPRISED ME

WHAT I'D DO DIFFERENTLY

FEEDBACK I RECEIVED

WHAT CHANGES NOW

Day 60

WHAT WENT WELL

WHAT SURPRISED ME

WHAT I'D DO DIFFERENTLY

FEEDBACK I RECEIVED

WHAT CHANGES NOW

Day 90

WHAT WENT WELL

WHAT SURPRISED ME

WHAT I'D DO DIFFERENTLY

FEEDBACK I RECEIVED

WHAT CHANGES NOW

DAY 90

Your Day 90 scorecard

Rate yourself from 1 (not yet) to 5 (fully). Then write your priorities for the next 90 days — the transition is over, the leadership is just beginning.

I understand the business and its numbers	1	2	3	4	5
I have a clear, agreed view of the situation (STARS)	1	2	3	4	5
My manager and I are aligned on expectations	1	2	3	4	5
I have trusted relationships with key stakeholders	1	2	3	4	5
I delivered visible early wins	1	2	3	4	5
My team is clear on direction and priorities	1	2	3	4	5
I am leading in a way that feels authentic to me	1	2	3	4	5
I am taking care of my energy and wellbeing	1	2	3	4	5

My proudest moment of the first 90 days:

My three priorities for the next 90 days:



Want a thinking partner for your transition?

Book a discovery call with Female Thrive · calendly.com/female-thrive/new-meeting