



The Perfect 100 Day Plan

MAKE ANY TRANSITION A WILD
SUCCESS

If you fail to plan, you plan to fail.

- BENJAMIN FRANKLIN

Make Your Transition a Winner

There are three common parts to all successful transitions. Whether you are changing jobs, getting promoted, or starting a business, you simply must have all these things covered.

Be Intentional

The first 100 days require **INTENTIONALITY**.

Don't leave anything to CHANCE.

Build your plan, then be INTENTIONAL about working the Plan.

Think VISION First

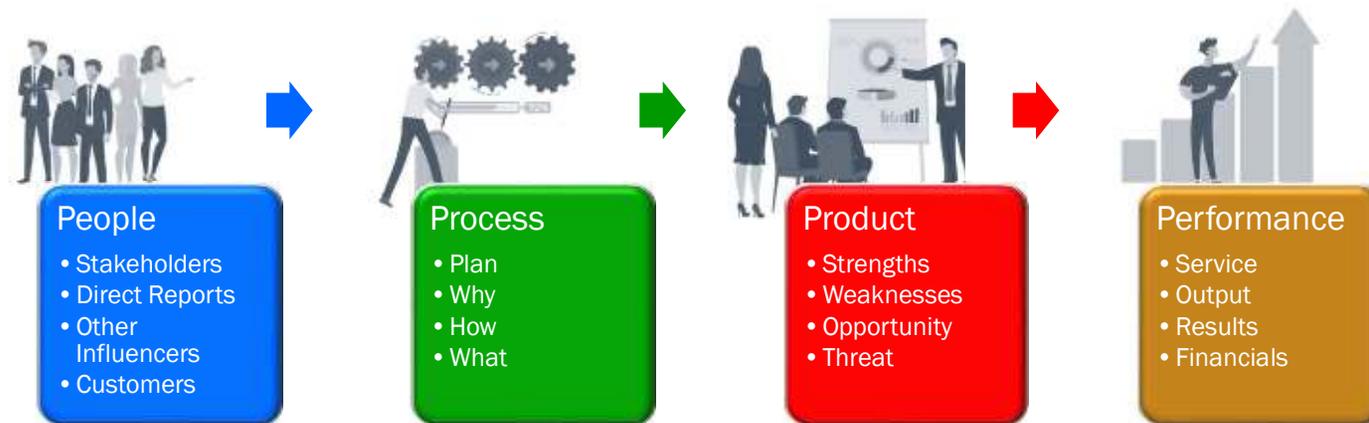


Before you dive into the four critical areas of success, you need a **VISION**.

Look at the new opportunity, then paint a picture (mentally or actually) of what you want to achieve. Ask these questions:

- Where should we be going?
- Why are we here?
- What purpose does this team, unit, or business serve?

Four-Part Plan



People Questions



Ask yourself these questions about the People involved with your situation

- Who are my stakeholders – what are their concerns about my role?
- Do I have direct reports? Who are they and what are their concerns about our team?
- Are there other people who will impact my outcome?
- Who are my Customers/Consumers? What are their needs?

Define the details about all of the People. Explore when and how you might meet with them to build a relationship, get an understanding of their views, and start structuring your ideas for ways to meet expectations from them.

Agree on the level of engagement they expect or that you can give. Talk about how that engagement will happen.

Decide on accountability matters. Who's got what?

Process Questions



Ask yourself these questions about the Process involved with your situation.

- Does a process exist? Do I need to create a new process?
- What happens with the process?
- Is there a plan already in place for the team to use? Or must I build a new plan for them?*
- How clear is the plan and process for everyone to understand?
- Will there be some training required?

The best organizations rely on Process to scale, repeat, and sustain productive and valuable results. If your unit does not have a process, you need to create one.

***This plan is the Team's plan, not Your 100 Day Plan.*

Doug
THORPE

Product Questions



Ask yourself these questions about the Products involved with your situation.

- What do I know about the product(s)?
- What value do they provide our customers?
- Perform a simple SWOT analysis for yourself or use one that has already been created.
- How clearly does the team understand our products?
- What level of subject matter expertise do I need to better understand our products?

The business doesn't exist without serving some need or delivering on good or service that is viable in the market.

Performance Questions



Ask yourself these questions about the Performance you expect to achieve.

- What are the desired outcomes?
- Is it financial, KPI, or other metrics that matter?
- Who will keep score? How is the reporting done?
- Do I need to define the metrics?

Most business ultimately relies on financial outcomes; profits, margin, and return on investment. But other types of organizations rely on other metrics; client service records, student performance, or customer satisfaction.

Now put it all together

Taking the answers you determined from each of the four sections, build a timeline for when, where, and how you will address all the details.

Stack the work if you must. Sometimes there will be dependencies i.e. you won't know one thing until something else gets answered.

Keep moving toward the resolution during those first 100 days.

Be intentional each and every day to work your way through the details you map out.

Never let a day go by that you haven't done something to advance your vision.