

# Your First 90 Days as a New Manager

A PRACTICAL CHECKLIST TO BUILD CONFIDENCE, INFLUENCE, AND TEAM SUCCESS



Redhaven Consulting  
EXPONENTIAL IMPACT, ONE LEADER AT A TIME

# Welcome to Your Leadership Journey

Congratulations on stepping into your first management role!

Entering leadership for the first time can be exciting and daunting. The first 90 days can set the tone for how your team sees you, how you build credibility, and how you create momentum.

Many new managers fall into the trap of either over-controlling or under-leading, but with the right focus, you can create a foundation that supports trust, performance, and growth.

This playbook uses my Understanding → Growth → Results framework to guide your transition. You'll start by grounding yourself in self-awareness, then build skills and relationships, and finally focus on delivering early wins that demonstrate your leadership impact.







# Understanding

## DAYS 1–30

The best leaders begin with listening and learning. Spend your first month building context and self-awareness.

### WHAT TO DO

-  **Assess yourself:** Clarify your strengths, potential blind spots, and values (Hogan Assessments or similar tools can help).
-  **Meet with your team:** Book 1:1s with each direct report to understand their strengths, frustrations, and goals.
-  **Learn the culture:** Observe how decisions are made, how communication flows, and what behaviors are rewarded.
-  **Define priorities:** Capture where your role intersects with team and organizational strategy.

#### WATCH OUT

Don't jump in too quickly to "fix" things.

Take time to make sure you understand the people and culture so you can find the root causes.

# Growth

## DAYS 31-60

Once you've built your foundation, you can move from listening to shaping. This is where you begin to establish yourself as a leader.

### WHAT TO DO



**Clarify team goals:** Align individual contributions to organizational objectives.



**Strengthen relationships:** Be intentional about trust-building. Consistency, transparency, and follow-through matter.



**Set expectations:** Communicate clearly what success looks like for you and your team.



**Seek feedback:** Ask your team, peers, and manager for input on your leadership style.

### WATCH OUT

Don't try to change everything at once.

Growth is about progress, not perfection.

# Results

## DAYS 61-90

By the final stretch, your goal is to demonstrate impact. Small, intentional wins build confidence in yourself and in your team.

### WHAT TO DO

-  **Deliver early wins:** Identify quick successes that solve real problems and showcase your leadership.
-  **Empower your team:** Delegate effectively and recognize their contributions.
-  **Communicate progress:** Share updates upward and outward so stakeholders see momentum.
-  **Set the stage for the future:** Begin outlining longer-term goals and development needs for both you and your team.

### WATCH OUT

Be careful not to overload yourself or your team with unsustainable initiatives.

# Bringing It Together

The first 90 days leading a team don't need to be about just surviving; you can lead with intention.

By focusing on understanding yourself and your team, fostering growth, and delivering results, you will build the foundation for a high-functioning team.

Use this checklist as a guide and remember that leadership isn't innate. It's developed. And your first 90 days are the perfect place to start.

For additional insights on self-awareness and team leadership, check out Redhaven's Hogan Assessment 101 PDF or [schedule a free consultation call](#).

