### 30-60-90 Day Plan

### Name of employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name of manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 30 Days (x/xx/xxxx)

#### **Primer:** This is a summary of the first month of work. What will you learn during this period?

#### **Theme:**

##### Learning Goals:

##### Performance Goals:

##### Initiative Goals:

##### Personal Goals:

### 60 Days (x/xx/xxxx)

#### **Primer:** This is a summary of the second month of work. What will you contribute during this period?

#### **Theme:**

##### Learning Goals:

##### Performance Goals:

##### Initiative Goals:

##### Personal Goals:

### 90 Days (x/xx/xxxx)

### *Primer: This is a summary of the third month of work. How will you become a leader during this period?*

#### **Theme:**

##### Learning Goals:

##### Performance Goals:

##### Initiative Goals:

##### Personal Goals: