

SINK OR SWIM

New Job. New Boss. 12 Weeks To Get It Right

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The Web site for this book is at www.hitthegroundrunning.com.

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MAIN IDEA

When you start at a new job, you have a 90-day window of opportunity to establish yourself and convince your employer you're the right person to have on board. You have to establish that you're a star performer in the making by quickly deciphering the underlying culture of the organization, making the right connections and delivering results.

As a new employee, there are five essential skills you need to demonstrate in order to maximize your future opportunities:

Five Essential Skills for New Employees	▶ 1	Goal Setting	You need a clear idea what's expected of you.
	▶ 2	Time Management	You need to sync the pace you work at with everyone else.
	▶ 3	Knowledge Management	You must understand who knows what so you don't reinvent the wheel.
	▶ 4	Team Player	You have to network so as to create collaborative internal efforts.
	▶ 5	Image	You must look and sound right to progress up the organization.

In the first 12 weeks of a new job, focus on doing something each week to build your competency and success in each of these skills.

The Five Essential Sink or Swim Skills	Page 2
Week 1 – Case the joint	Page 3
Spend the first week acting like the “new kid on the block”. Figure out how the organization works, who calls the shots and where the genuine power players are. Get the lay of the land so you can do things right.	
Week 2 – Get a grip	Page 3
Learn how your job matters to the company. Define and get to understand how your work links in with your team’s and company’s goals. Understand the details and implications of your job.	
Week 3 – Start buckling down	Page 4
By this stage you want to get started on your projects and confirm your progress with your supervisor. You want to start producing results which will contribute in a meaningful way.	
Week 4 – Immerse yourself in your projects	Page 4
By the time you’ve been in your new job for a month, you should be fully engaged in your assigned projects. Before you get too set in your ways, however, stop and check you’re working towards long-term success and not a mirage.	
Week 5 – Get a top-down view	Page 5
Now it’s time to decipher how things get accomplished informally. Decode what really happens in your workplace, and apply those observations to what you need to get done. Start dialing in more precisely on the corporate culture.	
Week 6 – Ignite your star	Page 5
Start to focus on the unique skills, knowledge and abilities you contribute to your job. Zero in on what you have to offer and decide now what you want to be known for.	
Week 7 – Let’s do lunch	Page 6
In this week, you need to review how successful you’ve been at building your personal network. Take time to make certain you’re on track to developing a strong network of work associates.	
Week 8 – Set some stretch goals	Page 6
Direct your attention to the future. Decide what you need to accomplish in the next six months in order to become a star. Scan your work environment for the best opportunities and then position yourself internally in those areas.	
Week 9 – Check your progress thus far	Page 7
You’ve been on the job for two months now. Review what you’ve achieved thus far, identify what you can do better and make any needed tweaks. Build a solid foundation for the future.	
Week 10 – Time for a reality check	Page 7
Look afresh at your workplace now you know the lay of the land better. Decide what you need to do differently to move forward into the future with confidence and assurance.	
Week 11 – Celebrate your early victories.	Page 8
Once again identify what you have improved since starting work and then look at the opportunities which lie ahead. Find the areas where you still need to polish up your skills.	
Week 12 – Set your long-term work goals	Page 8
Set your sights firmly on the future. Decide where you want to be a year from now and set direction. Focus on continuing to enhance and fine-tune your hard-earned skills.	

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