

The New Manager Quick-Start Guide

5 Moves to Make in Your First 30 Days (That No One Tells You)



1

Don't Fix Anything Yet

You may feel pressure to jump in and “make a difference.” Don’t. Your first priority is observation and relationship-building.



- Ask questions.
- Learn the rhythms, unspoken rules & pain points.
- Show curiosity before control.

Pro Tip: Keep a running log of “Things I’m learning” and “Things I’d change later.” This buys you time, earns trust, and sets you up to lead with insight—not impulse.

2

Talk Less, Listen More

Leadership starts with listening. Not just to status updates, but to what your team needs, fears, and hopes for.



- Host short 1-on-1s with each team member.
- Ask: “What’s one thing you love about this team?” and “What’s one thing that frustrates you?”

Goal: Learn what motivates the team—and what’s getting in their way.

3

Earn Trust Before You Expect It

You may have the title, but trust is earned. It starts with small actions:



- Follow through on what you say.
- Be transparent when you don’t know something.
- Defend your team’s time, energy, and effort.

Remember: Your credibility doesn’t come from knowing everything—it comes from showing up with integrity.

4

Define What Success Looks Like (Together)

People can’t hit a moving target. Define what matters most and how you’ll measure it—with your team.



- What are our most important goals?
- How will we know we’re succeeding?
- What gets celebrated here?

Clarity kills confusion. And when your team knows what winning looks like, they’ll get there faster.

5

Nothing builds momentum like early wins.

Don’t wait for a perfect moment to celebrate progress or effort.



- Give public praise
- Acknowledge behind-the-scenes effort
- Say “thank you” often and out loud

This isn’t fluff—it’s fuel.

WANT MORE?

This is just the beginning. If you’re ready to: Build trust and lead with confidence; Give feedback without fear; Navigate difficult conversations; And create a team that actually thrives...Join me in the *New Manager Jumpstart* course or grab my upcoming book: **Managing People: Secrets & Superpowers**

