

The 130-Day Framework Map & Checklist

Your guide to mastering the first 100 days - and beyond

Phase 0 (-30 - 0)	Phase 1 (1 - 30)	Phase 2 (31 - 60)	Phase 3 (61 - 100)	Phase 4 >100)
Prepare before you start	People First / Listen & Connect	Test & Align	Execute & Build Momentum	Integrate & Reflect
Own your onboarding and understand the organization before Day 1.	Build trust and understand the culture	Validate assumptions and build shared direction	Convert alignment into visible action	Susstain momentum and embed learning
<input type="checkbox"/> Secure one company contact. <input type="checkbox"/> Request and review key materials (financials, KPIs, people data, strategy) <input type="checkbox"/> Identify patterns and themes – capture questions. <input type="checkbox"/> Draft your 2-page “Pre-Start Brief” <input type="checkbox"/> Block time for review and reflection	<input type="checkbox"/> Meet direct reports (1:1 and team) <input type="checkbox"/> Meet peers & boss for expectation clarity <input type="checkbox"/> Visit customers or end users in Week 2 <input type="checkbox"/> Engage key stakeholders in Week 3 <input type="checkbox"/> Summarize themes & insights by end of Week 4	<input type="checkbox"/> Develop 5-7 testing questions to probe insights <input type="checkbox"/> Conduct targeted 1:1 and small-group sessions <input type="checkbox"/> Decide people moves (Stay / Grow / Exit / Hire) <input type="checkbox"/> Host alignment workshops to co-create vision <input type="checkbox"/> Draft your “Strategic Themes Document”	<input type="checkbox"/> Finalize team structure and roles <input type="checkbox"/> Execute 2-3 quick wins with symbolic impact <input type="checkbox"/> Establish communication rhythms (weekly / monthly) <input type="checkbox"/> Share formal Vision & Strategy Document <input type="checkbox"/> Celebrate early results publicly	<input type="checkbox"/> Conduct 130-day review of results & relationships <input type="checkbox"/> Document what surprised you and what changed <input type="checkbox"/> Acknowledge contributors and celebrate progress <input type="checkbox"/> Set your next 90-day focus cycle <input type="checkbox"/> Capture principles for your Leadership Playbook