TIPS FIRST 100 DAYS

Day 100 Reflection + Personal Development Plan

A chance to recognise how far you have come, capture what you have learned and turn Day 100 into the beginning of your next stage.

DAY 100 IS A MOMENT TO NOTICE PROGRESS.
You do not need to have mastered everything. Reflection helps you recognise what has changed, what still needs support and where you want to grow next.

Name	Practice	Date

Look how far you've come

What can I do now that felt difficult, unfamiliar or intimidating on Day 1?

What have I learned about Patient Services that I did not understand when I started?

Which moment, conversation or challenge taught me the most?

What am I most proud of from my first 100 days?

ON DAY 1, I THOUGHT...	ON DAY 100, I KNOW...

DAY 100 REFLECTION	PEOPLE - PRACTICE - POTENTIAL

The Golden Thread

Use the three TIPS lenses to reflect on how your first 100 days have changed the way you work.

PEOPLE - What have I learned about listening, communication, compassion and the person behind the request?

PRACTICE - What have I learned about working safely, knowing my role, using systems and asking or escalating when needed?

POTENTIAL - What strengths, interests or possibilities have I begun to recognise in myself?

What I still need

Something I am still unsure about:

Support, explanation or practice that would help:

A conversation I need to have with my manager / mentor:

REFLECTION SHOULD LEAD SOMEWHERE. The next page turns what you have noticed into a practical development plan for your next 100 days.

PERSONAL DEVELOPMENT PLAN	MY NEXT 100

Turn reflection into development

Keep the plan realistic. Development does not have to mean a qualification or promotion: it can mean becoming safer, more confident, more consistent or more useful to the team.

MY NEXT 100	MY COMMITMENT	SUPPORT / OPPORTUNITY
ONE THING TO MASTER		
ONE THING TO LEARN		
ONE PROBLEM TO HELP IMPROVE		
ONE PERSON TO LEARN FROM		
ONE PERSON TO SUPPORT		
ONE DEVELOPMENT GOAL		

FIRST REVIEW DATE	WHO WILL SUPPORT ME?	HOW WILL I KNOW I AM MAKING PROGRESS?

DAY 100 IS NOT THE END OF YOUR JOURNEY.
It is the point where the question begins to change from “Can I do this?” to “How good can I become?”

Keep learning. Keep asking. Keep looking for better.