THE CORNER OFFICE

100 Days in Office Template

"The first 100 days are not about proving you have all the answers.
They're about showing you're the kind of leader who listens, learns, and leads with intention."

I.   Overview

Purpose:

This 100-day plan supports your successful transition into leadership by helping you:

- ⊕ Build trust with staff and leadership
- ⊕ Assess team performance and organizational dynamics
- ⊕ Establish credibility with stakeholders
- ⊕ Align department goals with institutional strategy
- ⊕ Identify early wins and long-term priorities

II.   Phases
1. Days 1–30: Listen, Learn, Align
2. Days 31–60: Engage, Assess, Strategize
3. Days 61–100: Act, Lead, Deliver

Phase 1: Listen, Learn, Align (Days 1–30)

a. Objective: Understand people, priorities, and politics

b. Key Activities:
- Schedule 1:1s with department head, team members, peers, and key stakeholders (internal and external)
- Review organizational strategy, workplans, KPIs, institutional commitments, and evaluations
- Observe team dynamics and communication flow
- Clarify your mandate with your supervisor

c. Suggested Outputs:
- Stakeholder map
- Summary notes from listening sessions
- Initial risks and opportunities
- Quick wins

Phase 2: Engage, Assess, Strategize (Days 31–60)

a. Objective: Build early credibility and chart the path ahead

b. Key Activities:
- Facilitate team alignment workshop
- Conduct SWOT or health check of team and how the team functions and operates
- Start coaching check-ins with mid-level staff

- Consult with HR, Finance, and other key areas tangential to your function

c. Suggested Outputs:
- State of the Department briefing
- Draft 6 to 12-month action plan
- Development needs list

Phase 3: Act, Lead, Deliver (Days 61–100)

a. Objective: Make strategic moves and embed leadership identity

b. Key Activities:
- Launch 1–2 strategic initiatives
- Realign team roles if needed
- Present roadmap to leadership
- Establish feedback and communication loops

c. Suggested Outputs:
- Draft message to communicate your vision
- Quarterly OKRs (objectives and key results) and KPIs
- Delegation map with accountability chart
- Early results update or performance snapshot

III. **Cross-Cutting Themes**

Communication	Weekly updates, open office hours (aligned with open door policy)
Trust-Building	Follow through, give credit when due, be visible
Equity & Inclusion	Ensure diverse voices are heard (use organizational definition of diversity)
Well-being & Boundaries	Model healthy work-life balance (e.g. work from home policies, working hours, blackout times etc.)
Stakeholder Influence	Identify champions, manage expectations

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Tracking Template

Use this table to track key milestones week-by-week.

Week	Objectives	Meetings	Documents	Observations	Decisions	Next Steps