

The \$1,000,000 tip for your first two weeks as a manager
~THE FOLLOW THROUGH FORM~

This form is designed to help you **keep track of everything you see, hear & pick up** during your first two weeks at your new job.

When filled out, it will be your **go-to document** in the coming months and you'll be surprised how accurate and correct you were about a lot of things, right at the beginning.

You'll benefit most when you are able to make **optimal use of your intuition** when filling out the form. The questions aren't meant to linger over; there is no right or wrong answer. Just write down what comes up, that will offer the most insightful information when you look back later on.

At the end of your 1st day, take 15-30 minutes to answer these questions:

- 1) Describe the surroundings, your office, the hallways etc.

- 2) Did you experience any emotions when you entered the building?

- 3) Who did you speak to today?

- 4) Was there anything special for you because it was your first day?

- 5) Describe the state of the people you encountered today.

- 6) What time did you arrive, when did you go home?

7) How did you feel leaving the office at the end of the day

At the end of your 1st week, take about 15 minutes to answer these questions:

- 1) How did your first conversations with your reports go? What do you remember concretely?

- 2) How did your first conversation with your manager/C-level go? What did you discuss?

At the end of your 2nd week, take about 15 minutes to answer these questions:

- 1) What is your impression of the job you have after these two weeks?

- 2) What is your analysis of the challenges the company and specifically your department/team faces right now and in the coming 6 months?

- 3) What are the biggest challenges **you** are facing in this company and this specific job?

Below, please add all things that seem important, yet don't seem to fit anywhere: