

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:**