

# New Manager Transition Checklist

What a first-time manager needs to know and do in their first 30–60–90 days as a manager.

## Before They Start Managing

- ☐ Clear on what's actually changing about their role and responsibilities
- ☐ Understand who they're now managing, and any context on each person
- ☐ Have access to whatever systems managers need

## First 30 Days

- ☐ One-on-one with each direct report to understand goals and concerns
- ☐ Clarity on what decisions they can make on their own versus need approval for
- ☐ Introduced to other managers or leadership they'll coordinate with

## Days 31–60

- ☐ Comfortable running team meetings and one-on-ones consistently
- ☐ Started giving feedback, not just receiving it
- ☐ Identified any team issues that predate them and need addressing

## Days 61–90

- ☐ Confident handling a difficult conversation, not avoiding it
- ☐ Has a rhythm for their own priorities as a manager
- ☐ Formal check-in with their own manager on how the transition is going

## Common First-Time Manager Struggles

- ☐ Continuing to do the individual-contributor work instead of actually managing
- ☐ Avoiding hard conversations because they used to be a peer
- ☐ Not delegating because it feels faster to just do it themselves

## Support To Provide

- ☐ A mentor or experienced manager they can go to with questions
- ☐ Explicit permission that struggling at first is normal