

Preparing for the transition

Before You Start

- » Develop a formal transition plan.
- » Review feedback from the hiring process to identify personal developmental needs, including assessment if conducted and findings from 360-interviews and reference checking.
- » Meet your admin before you start.
- » Ask for a briefing book, including strategic plans and other materials for homework.
- » Determine and schedule individual management meetings, e.g., top-20 executives and the most important and insightful clients and customers.
- » Determine and schedule internal group meetings.
- » Prepare your family and/or personal support base for the intense ride ahead.
- » Get in physical shape; your stamina is about to be tested.

First 100 Days

- » Seek introductions to coaches, experts and other CEOs who may serve as resources.
- » Consider assigning a “program manager” to help coordinate your schedule internally and externally.
- » Keep a journal of your ideas, reactions and emotions during the first 100 days. The things and feelings you notice can be a huge source of insight — you may never get as close to being an outsider later on.

Day 101 and Beyond

- » Check in on your development progress with key stakeholders at mid-year and year-end.