

CHAPTER 12 · 6 EXERCISES

YOUR FIRST 90 DAYS, AND CELEBRATING YOUR PROGRESS

(winning the job is the start, not the end)

Print a fresh copy for every application. The free interactive lesson for this chapter is at attprofessionallanguageservices.com/dream-job/12/.

TRY THIS 15 minutes · when you resign

YOUR RESIGNATION LETTER

Write a resignation letter of no more than five sentences: your decision, your final day, one genuine thank-you, an offer to help with the handover, and a warm close.

TRY THIS 30 minutes · during your notice

THE HANDOVER NOTE

List every responsibility, project and recurring task you have. For each one, note its status, the next step, the key contact and where the information is kept. Share it with your manager at least a week before you leave.

★ **CORE ACTIVITY** 45 minutes · in the lesson

YOUR 30-60-90-DAY PLAN

STAGE	MY GOALS	HOW I'LL KNOW I'VE SUCCEEDED
Days 1–30 · Learn		
Days 31–60 · Contribute		
Days 61–90 · Lead		

Share a version of this with your new manager in your first week, and ask what they'd add or change.

TRY THIS 20 minutes · in your first week

THE STAKEHOLDER MAP

List the people whose support you'll need to succeed: your manager, key colleagues, people in other teams, clients. For each, note what they need from you, how they like to work, and when you'll meet them in your first month.

THE REPEAT JOB-READINESS CHECK

STATEMENT	TYPE	TODAY 0–4	START 0–4
I can't describe the job I want in one sentence.	C		
I apply for roles because they're available, not because I want them.	C		
I struggle to say what I've achieved, with numbers.	E		
I don't have stories ready for "Tell me about a time when...".	E		
I send more or less the same CV to every job.	A		
Most of my applications get no reply.	A		
I only apply for advertised jobs and never contact people directly.	A		
I get interviews, but not offers.	I		
I accept the first salary I'm offered.	I		
I feel my experience is worth less than it really is.	—		
Total (out of 40)			

Copy across your scores from the start of the book. Where have they fallen most? What did you do that made the difference?

YOUR VICTORY LOG

Write down at least twenty things you achieved during your search, large and small: the first outreach message you were nervous about sending, the interview where you said your pitch in thirty seconds and stopped, the offer you negotiated.² Then keep the log going in your new role, one line a week. It will write your next appraisal, your next promotion case and, one day, your next Positioning Statement.

2. Adapted from Shaun Simpson, *Why Should I Give a Monkey's?* (2024), Self-appreciation Exercise 1.