# Your First 30 Days at Work

*You do not have to know everything on Day 1. Your job is to learn, communicate, and become reliable.*

A strong start is built from small habits: show up, pay attention, take notes, ask questions, and follow through.

**How to use:** Check off each item in Steps 1–3 as you complete it. Then build your own plan in Step 4.

## STEP 1 Week 1: Learn the basics

- [ ] Know your schedule, start time, break rules, and attendance or call-in process.
- [ ] Understand your main job duties and who you report to.
- [ ] Learn required safety rules, systems, passwords, and work procedures.
- [ ] Write down names, instructions, and questions instead of relying on memory alone.
- [ ] Find out how timekeeping and pay work.
- [ ] Check whether you have benefit enrollment deadlines or forms to complete.

## STEP 2 Weeks 2–3: Build consistency

- [ ] Practice the tasks you will do regularly.
- [ ] Ask questions before guessing when instructions are unclear.
- [ ] Notice how your team communicates and how work is handed off.
- [ ] Keep track of corrections so you do not repeat the same mistake.
- [ ] Ask for quick feedback: “Is there anything I should adjust?”

## STEP 3 Week 4: Check your progress

- [ ] Name what you can now do on your own.
- [ ] Write down what you still need to learn.
- [ ] Ask your supervisor what to focus on next.
- [ ] Confirm any upcoming deadlines, training, or benefit tasks.

# Build Your 30-Day Plan

*Write your plan in your own words. Update it as you learn.*

## STEP 4 My 30-day plan

**Three things I need to learn first**

**People I should know or go to for help**

**One habit that will help me be reliable**

**One question I want to ask my supervisor**

**One thing I want to be better at by Day 30**

## STEP 5 Questions that can help

Check each question once you have asked it.

- [ ] “What should I focus on first?”
- [ ] “Can you show me an example of what good looks like?”
- [ ] “Who should I ask if you are unavailable?”
- [ ] “How will I know I am meeting expectations?”
- [ ] “Is there anything you want me to improve before my first month is over?”

**KEEP MOVING FORWARD:** Being new is not a weakness. You are allowed to learn. What matters is how you respond, communicate, and keep improving.

*Educational resource only. Thrive Forward does not guarantee employment, interviews, job placement, or specific workplace outcomes.*