By LaunchPoint

Playbook

FIRST 90 DAYS CONFIDENCE PLAYBOOK

A LaunchPoint resource for recent graduates and early career professionals.

Your first 90 days define how quickly you settle, contribute and grow.

This playbook gives you a clear structure so you feel prepared, capable and focused from day one.

THINKING PARTNER Coaching



1

Month 1

ORIENTATION

Goal

Understand your environment. Learn first. Impress later.

Map your stakeholders

Who do I work with most • Who makes decisions • Who accelerates my learning

Key prompts

Who notices early behaviours • What matters to them • How can I add value

Use the stakeholder map

Identify who you work with and what matters to them.



2

Month 2

CONTRIBUTION

Goal
Add value. Show you are learning and contributing.

Identify quick wins
What problem can I solve • What task can I complete fast • What can I organise or simplify

Ask for feedback
What am I doing well • What should I adjust • How can I improve

Use the quick wins guide
Deliver small improvements early to build trust and visibility.



3

Month 3

MOMENTUM

Goal: Build direction. You understand your environment; now shape your path.

Set early career goals

• What do I want to learn • What skill should I improve • What project can I support

Build internal relationships

• Who can I learn from • Who can help me develop • Who do I enjoy working with

Plan your next development step

• What skill helps me progress • What experience do I want • What support do I need



4 *Section*

CONFIDENCE BEHAVIOURS

- Arrive prepared
- Ask clear questions
- Follow through
- Communicate simply
- Show curiosity
- Take responsibility
- Ask for help early
- Share updates proactively
- Stay calm under pressure
- Learn from mistakes



5 Section

YOUR 90-DAY ACTION PLAN

Weeks 1–2: Settle In
- Map stakeholders
- Clarify expectations
- Observe culture cues
- Identify one quick win

Weeks 3–4: Deliver Early Value
- Ask for feedback
- Complete your quick win
- Review and adjust your approach

Weeks 5–8: Build Consistency
- Deliver consistent work
- Communicate clearly
- Seek feedback again
- Build internal relationships

Weeks 9–12: Build Momentum
- Set goals
- Identify development opportunities
- Discuss growth with your manager
- Plan your next step