



Now You're Leading!

NAVIGATING YOUR FIRST DAYS AS A NEW MANAGER

YOUR FIRST DAYS AS A NEW MANAGER CHECKLIST



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Hi There!

Thank you for downloading **Your First Days As A New Manager Checklist!** As a first-time manager, your time is **GOLD**. You need tools to get organized fast. If you're a CEO, Senior Leader, or HR, you need to **DEVELOP** your managers **ASAP!**

This **First Days As A New Manager Checklist** helps you get organized for the first critical days in your new role. Print or copy & paste to your favorite note-taking system, and you're ready to go!

At the end, you'll learn how to take the next step on your coaching journey. It would be my honor to support you and your emerging managers become more confident, high-performing leaders.

My heartfelt wishes for continued success on your leadership journey, wherever you are today. **Find joy off the path, and go fulfill your leadership potential!**

Raiza

ABOUT ME

As an Engineer-turned-HR Leader with 20+ years leading Engineering, Customer Service, Project Management and HR, **I help companies develop frontline and mid-level managers into effective leaders**—so they can lead with clarity, improve productivity, and retain talent in high-pressure environments.





YOUR FIRST DAYS AS A NEW MANAGER CHECKLIST

First Impressions

1. ☐ Meet with your own leader to align on goals and priorities for the first week.
2. ☐ Introduce yourself to each team member individually.
3. ☐ Schedule a full team meeting to share your vision and set expectations.
4. ☐ Schedule 30-minute introductory meetings with your counterparts in other departments (e.g., marketing, finance, product). Learn about their goals and how your teams can work together.

Listen & Learn

1. ☐ Conduct one-on-one meetings with each team member.
2. ☐ Ask open-ended questions to understand their roles, challenges, and goals.
3. ☐ Take notes and actively listen to their feedback without judgment.
4. ☐ Identify the "unofficial leader(s)" or go-to person(s) on your team.

Plan & Communicate

1. ☐ Schedule monthly "thinking time" for yourself. Write the starting version of your Leadership Mission Statement.
2. ☐ Summarize key themes from your one-on-one meetings.
3. ☐ Identify 3 quick wins or small projects to work on with the team.
4. ☐ Send out a team email summarizing key takeaways and next steps.
5. ☐ Plan your first official team agenda.





REMINDERS

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Level Up Your Leadership:

YOUR NEXT STEP

**HOW COMPANIES WORK
WITH RAISA:**

Leadership Workshops & Coaching

1:1 VIP-Day Strategy Sessions

Assessments

Key Note Speaking

Spanish & English Business Translations

**DON'T JUST
PROMOTE, PREPARE!**





Level Up Your Leadership:

**Ready To Get Your Front-Line
Leaders & New Managers Support
To Achieve Lasting Results?**

LET'S TALK



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