FILL-IN PLANNER

Your First Week as a New Team Lead

Your first week isn't for changing things. It's for listening, learning what people need, and showing them how you'll lead. Fill this in before Monday and keep it on your desk.

Before day one

The one sentence I want my team to remember about how I'll lead:

_____

My opening words for the first team meeting (keep it under two minutes):

“I'm glad to be leading this team. Here's what I know so far: _____.”

“Here's what I don't know yet, and need your help with: _____.”

“Over the next two weeks I'll meet with each of you to _____.”

One-on-ones this week

Ask: *What's going well? What gets in your way? How do you like to get feedback? What should I not change?*

Name	Day / time	What matters to them	One thing I can do for them

With my manager

Ask: *What does a great first 90 days look like to you? What should I fix first, and what should I leave alone? How often should we meet?*

What my manager expects in my first 90 days:

Three things I won't change yet

Changing things too fast is the most common new-lead mistake. Write down what you'll leave alone until you understand why it works this way.

What I'm hearing

After each one-on-one, write down any theme you hear more than once.

End of week one

One thing that went well: _____

One thing I'd do differently: _____

One small promise I made, and when I'll keep it: _____

Keep going: the New Team Lead path at untitledleader.com/start-here/team-leads/ walks you through one-on-ones, working with your manager, leading former peers and handling pushback, one step at a time.