**30/60/90 day internal comms plan checklist**

Here are our recommendations for a thorough 30-60-90 day plan in a new internal communications role. You can obviously use this for your first 90 days in a new job, but it’s also an amazing thing to bring to interviews and/or a really good option for a hard reset!

Remember: your first 90 days are your first impressions. It’s an opportunity you may not get again, and it’s often a rare moment where you can be a bit high level before you have to dive into the day-to-day work. Use this chance wisely and structure your first few months for success!

**The first 30 days:**

* Share your 30/60/90 day plan
* Understand the company’s current goals, priorities, and values
* Run an internal communications survey *(*[*We have an internal communications template you can download here!*](https://useworkshop.com/resources/internal-comms-survey-template/)*)*
* Start a listening tour
* Review the current toolset and processes
* Identify little wins 🏆

| ***Notes during the first 30 days:*** |
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**The first 60 days:**

* Complete an internal communications audit *(*[*Here’s a guide on how to run an internal communications audit*](https://useworkshop.com/resources/how-to-run-an-internal-communications-audit/)*)*
* Determine key metrics & set benchmarks
* Create an editorial calendar *(*[*We have an internal comms editorial calendar template you can download here!*](https://useworkshop.com/resources/internal-comms-editorial-calendar-template/)*)*
* Set up monthly touchpoints with key stakeholders
* Achieve and showcase those little wins 🏆

| ***Notes during the first 60 days:*** |
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**The first 90 days:**

* Document your internal communications strategy
* Publish a monthly report *(*[*We have a monthly internal comms report you can download here!*](https://useworkshop.com/resources/monthly-internal-comms-report/)*)*
* Evaluate new tools *(*[*We did a deep dive into the only 4 internal comms tools you need here!*](https://useworkshop.com/blog/the-only-4-internal-communications-tools/)*)*
* Advocate for resources (budget, team, etc.)
* Launch or revamp a few core internal communication campaigns

| ***Notes during the first 90 days:*** |
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