First 90 days workbook

Days 1-30: establish your learning plan

General reflection only. Follow current agency requirements. Do not enter confidential workplace information.

Approved trainer / supervisor contact process:

Where to find current authorized instructions:

One expectation I need clarified:

Feedback received and one behavior to practice:

Date to review progress:

Days 31-60: strengthen habits

General reflection only. Follow current agency requirements. Do not enter confidential workplace information.

One recurring challenge, described without confidential details:

What I can directly control:

Approved support or practice I will request:

What observable progress would look like:

Follow-up date and feedback:

Days 61-90: review and develop

General reflection only. Follow current agency requirements. Do not enter confidential workplace information.

Training completed, using accurate titles and dates:

A professional habit that improved:

Evidence of improvement, without sensitive details:

A skill that still needs supervised practice:

My next 90-day development goal:

Weekly reflection

General reflection only. Follow current agency requirements. Do not enter confidential workplace information.

What did I learn?

What clarification do I need?

Which feedback did I act on?

What will I practice next?