

A practical roadmap for first-time IT leaders.

Phase 1: Listen & Learn (Weeks 1–3)

- ☐ Schedule 1-on-1s with each team member
- ☐ Review current projects and goals
- ☐ Map key stakeholders
- ☐ Clarify expectations and success metrics.

Phase 2: Align & Prioritize (Weeks 4–6)

- ☐ Identify 3 quick wins
- ☐ Communicate your leadership philosophy
- ☐ Review workflows
- ☐ Introduce a shared team goal.

Phase 3: Build Momentum (Weeks 7–9)

- ☐ Delegate one recurring task
- ☐ Give feedback
- ☐ Celebrate small wins
- ☐ Track progress.

Phase 4: Reflect & Refine (Weeks 10–12)

- ☐ Ask for feedback
- ☐ Review lessons learned
- ☐ Set next-quarter goals.

“People remember how you make them feel before they remember what you know.”

