

# First 90 Days in Office Timeline

Your Path to Early Leadership Success

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Your first three months will shape your entire term in office. This timeline helps you focus your energy, build essential relationships, and achieve early wins that demonstrate your leadership effectiveness.

## How To Use This Timeline

This guide serves as your roadmap to a successful start:

- Before Day One: Gather critical information and map key relationships
- Days 1–30: Connect with teams and identify early opportunities
- Days 31–60: Develop priorities and launch strategic initiatives
- Days 61–90: Implement visible improvements and establish success metrics

Remember, you don't need to accomplish everything at once—prioritize what matters most to your community.

## BEFORE DAY ONE: SET THE FOUNDATION

**Prepare strategically to hit the ground running with essential information and connections.**

### Review Critical Documents:

- ☐ Current budget and financial statements
- ☐ Strategic and comprehensive plans
- ☐ Recent council meeting minutes (last 3-6 months)
- ☐ Department organization charts

### Map Key Relationships:

- ☐ Schedule 30-minute introductions with department heads
- ☐ Plan coffee meetings with fellow elected officials
- ☐ Create a list of 10-15 key community stakeholders to meet
- ☐ Request transition notes from outgoing officials

### Create Your Information System:

- ☐ Set up a dedicated email folder structure for municipal business
- ☐ Establish a simple method to track resident requests
- ☐ Create a contact database for key personnel and stakeholders



*Quick Tip: Use the Department Assessment Worksheet to get a clear picture of each department's structure and needs.*

## DAYS 1-30: LISTEN, LEARN & BUILD TRUST

**Focus on understanding your municipality's operations and building key relationships.**

### Connect With Your Teams:

- ☐ Schedule 60-90 minute tours of major facilities
- ☐ Sit in on department meetings (observer role)
- ☐ Ask about daily challenges and workarounds staff have created

### Conduct a Listening Tour:

- ☐ Hold 45-minute sessions with each department
- ☐ Attend 2-3 neighborhood meetings in different areas
- ☐ Meet with 5-7 frequent service users (businesses and residents)

### Spot Opportunities for Early Wins:

- ☐ Look for frequently requested service improvements
- ☐ Identify outdated information on website or in public materials
- ☐ Find recurring complaints that have simple solutions

### Begin Shaping Your Communication Rhythm:

- ☐ Set up weekly 15-minute check-ins with key department heads
- ☐ Establish a monthly email or newsletter update for residents
- ☐ Create a simple system for tracking follow-up items



Create a simple tracking document with three columns: "What's Working," "What's Not," and "Potential Solutions" to organize your observations during department visits.

# 30 DAYS

#### Take a moment at the 30-day mark to ask yourself:

- What's surprised me most about our municipal operations?
- Which relationships have been most valuable to develop further?
- What quick wins should I prioritize in the next 30 days?

## DAYS 31-60: ALIGN VISION & MOBILIZE STRATEGY

### Begin shaping priorities and building consensus around your leadership agenda.

#### Develop Priorities With Your Team:

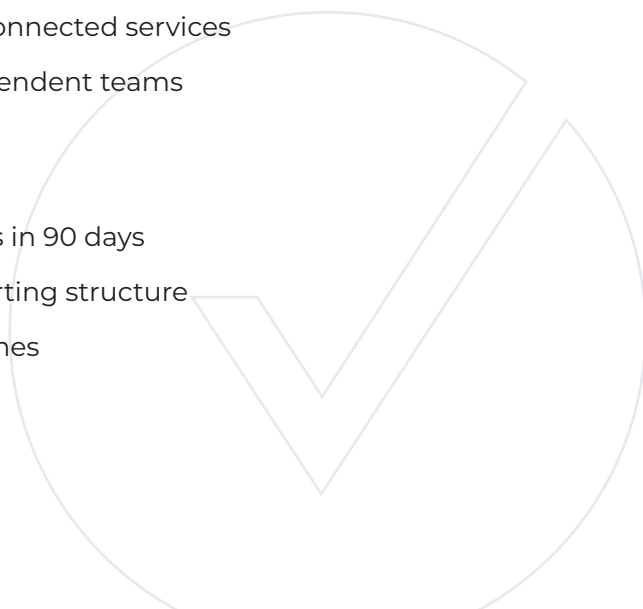
- ☐ Hold a half-day workshop with department leaders
- ☐ Identify 3-5 key priorities that align with community needs
- ☐ Create clear definitions of success for each priority

#### Build Cross-Departmental Collaboration:

- ☐ Identify services that cross department boundaries
- ☐ Establish bi-weekly coordination meetings for connected services
- ☐ Create shared performance metrics for interdependent teams

#### Launch Strategic Initiatives:

- ☐ Select 1-2 visible projects that can show progress in 90 days
- ☐ Assign clear project ownership and weekly reporting structure
- ☐ Secure necessary resources and establish timelines



### Strengthen External Partnerships:

- ☐ Schedule quarterly meetings with neighboring municipalities
- ☐ Attend county or regional planning sessions
- ☐ Host a roundtable with 8-10 local business leaders



When presenting initiatives, use language like: “We can build on our strengths in [specific area] while addressing [specific need] by implementing [your solution].”

# 60 DAYS

### Take a moment at the 60-day mark to ask yourself:

- Am I focusing on the right priorities based on what I’ve learned?
- Where can I make the biggest difference in the next month?
- What barriers need to be addressed to maintain momentum?

## DAYS 61–90: ACTIVATE & ACCELERATE

**Transition from planning to visible action that demonstrates your leadership approach.**

### Refine Policies and Processes:

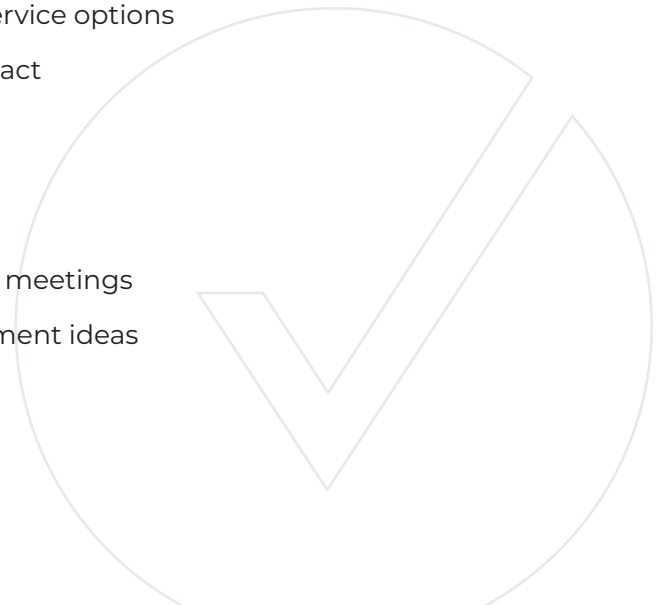
- ☐ Identify the top 3 resident frustrations with current processes
- ☐ Update permit or application forms for clarity and simplicity
- ☐ Review fee structures and processing timelines

### Launch Pilot Initiatives:

- ☐ Implement 30-day trials of process improvements
- ☐ Extend hours one day per week or add online service options
- ☐ Collect before/after metrics to demonstrate impact

### Invest in Your Team:

- ☐ Identify key training needs across departments
- ☐ Implement monthly staff recognition at council meetings
- ☐ Create a simple suggestion system for improvement ideas





### Establish Success Metrics:

- ☐ Select 5-7 key performance indicators to track regularly
- ☐ Create a simple dashboard for council and public updates
- ☐ Set quarterly review dates for the coming year



For each initiative, define one efficiency metric (e.g., time saved, cost reduced) and one community impact metric (e.g., satisfaction rating, usage numbers).

# 90 DAYS

### Take a moment at the 90-day mark to ask yourself:

- What have I accomplished that residents can see and feel?
- Which initiatives should be expanded or adjusted?
- What long-term strategies should I develop for the coming year?

## Your Leadership Journey Starts Strong

The habits and relationships you establish in these first 90 days create the foundation for your entire term. At SAFEbuilt, we partner with municipal leaders like you to implement streamlined processes and practical solutions that demonstrate immediate value to your community.

Our expertise in community development services means you can deliver visible improvements in permitting, code enforcement, and planning—all while optimizing your municipal resources.

**Want to discuss how to maximize your first 90 days? We'd love to share proven strategies that have helped other new leaders make an immediate positive impact.**

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