

The First 90 Days Leadership Workbook

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How to Use This Workbook

This workbook is designed to be practical, simple, and usable during real workweeks, not just training days. You do not need to complete this all at once.

Best practice:

- Review one section per week during your first 90 days
- Write short, honest responses
- Revisit answers as situations evolve

This is not an evaluation tool. It is a self-leadership tool.

Section 1: The First 90 Days Mindset

Key Idea: The first 90 days establish patterns, not perfection.

Reflection

Answer honestly. Bullet points are fine.

1. What reputation do I think I currently have with my team?
2. What reputation do I want to have after 90 days?
3. What past supervisors influenced how I plan to lead, positively or negatively?

Reality Check

- What pressures exist right now? (staffing, morale, politics, workload)

Section 2: Presence & Visibility

Key Idea: Presence beats performance early on.

Self-Assessment

Rate yourself honestly (1 = rarely, 5 = consistently)

- I am visible during shifts: 1 2 3 4 5
- I am approachable without being intrusive: 1 2 3 4 5
- I am mentally present when officers speak to me: 1 2 3 4 5

Action Planning

1. Where can I increase intentional visibility?
2. What distractions do I need to control while on duty?

Section 3: Consistency & Credibility

Key Idea: Consistency is your leadership currency.

Reflection

1. What standards matter most on my team? (Examples: punctuality, report quality, officer safety, professionalism)
2. Where have I already been inconsistent, or tempted to be?

Decision Filter

Before acting, ask:

- Write one upcoming decision where this question matters:

Section 4: Understanding Before Fixing

Key Idea: Slow down to understand the system, not just the behavior.

Recent Issue Review

Describe a recent issue or problem:

Answer the following:

- What behavior was visible?
- What pressures or systems may have contributed?
- What signals were previously sent?

Leadership Pause

What questions should I ask before acting?

Section 5: Conversations That Shape Culture

Key Idea: Culture is built in everyday conversations.

Conversation Inventory List

- One conversation I handled well
- One conversation I avoided
- One conversation I need to have

Correction Framework

When correction is needed, ask:

- Am I calm?
- Am I clear?
- Write a short plan for an upcoming corrective conversation...

Section 6: Emotional Control Under Pressure

Key Idea: Your emotional regulation sets the tone.

Self-Awareness

- What situations trigger frustration or defensiveness for me?
- What signs tell me I'm reacting instead of leading?

Control Plan

What will I do when stress spikes? (Check all that apply)

- Pause before responding
- Ask a clarifying question
- Delay decisions when appropriate
- Seek input from a trusted peer

Section 7: Shift-by-Shift Leadership Check

Use this at the end of a shift.

1. What did I reinforce today, intentionally or unintentionally?
2. Who did I connect with beyond supervision tasks?
3. What needs clarity tomorrow?

Section 8: 30–60–90 Day Review

30 Days

- What patterns are forming?
- Where am I gaining or losing trust?

60 Days

- What behaviors are improving?
- What issues keep repeating?

90 Days

- What is my leadership reputation now?
- What must I adjust going forward?

Final Commitment

Write one leadership behavior you commit to practicing consistently:

Why this matters:

Date: _____

Reminder

Leadership credibility is built quietly, daily, and under pressure. This workbook is not about being perfect. It's about being intentional.