

30-60-90 DAY PLAN TEMPLATE



Your roadmap for career success abroad

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FIRST 30 DAYS — LEARN

Goal: Understand the company, culture, and expectations

Focus Areas

- ☐ Learn about company culture, values, and communication style
- ☐ Understand your role, KPIs, and success metrics
- ☐ Meet with manager to clarify expectations and priorities
- ☐ Map key stakeholders and schedule intro meetings
- ☐ Observe team dynamics and decision-making styles
- ☐ Learn cultural norms (hierarchy, meeting etiquette, feedback style)

Your Actions

Projects I will own/deliver:	
Stakeholders I will update regularly:	
Feedback received and applied:	

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LAST 30 DAYS — LEAD

Goal: Show initiative, expand impact, and build long-term credibility

Focus Areas

- ☐ Propose improvements or new ideas (based on first 60 days)
- ☐ Mentor or support a colleague/new hire where possible
- ☐ Volunteer for cross-functional or cross-cultural projects
- ☐ Demonstrate ability to work across cultures and teams
- ☐ Build your internal brand: share knowledge, contribute to team goals
- ☐ Discuss long-term career growth and next steps with your manager

Your Actions

Improvement/initiative I will propose:	
Cross-cultural project/team I can support:	
Next steps for career growth:	

30-60-90 DAY PLAN TEMPLATE



SUPPORT & SPARRING — Don't Do This Alone

Goal: Build a support system inside and outside of work

Focus Areas

- ☐ Ask your employer for a career buddy or onboarding partner
- ☐ Look for colleagues or alumni who went through a similar transition
- ☐ Be open about the good, bad, and ugly of moving abroad – you don't have to overshare, but honest conversations help normalize challenges
- ☐ Find a sparring partner outside of work (expat, mentor, or accountability partner)
- ☐ Surround yourself with people who can also help with non-work challenges: housing, culture shock, social life
- ☐ Remember: a move abroad is rewarding but can feel overwhelming, having the right people around you makes the difference

Tip: You don't have to figure this out alone – use communities like YIJ and Borderless Diaries to connect with others, share experiences, and find recognition and support

Your Actions

My onboarding/career buddy:	
Expat/peer mentor I can reach out to	
Personal sparring partner outside of work:	

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EXTRA TIPS FOR INTERNATIONAL ROLES

- Be proactive: silence is not neutral in many cultures – keep communicating
- Balance humility with confidence: learn first, then add your perspective
- Ask for actionable feedback every 6 – 8 weeks
- Don't underestimate cultural adaptation – it's part of your performance
- Celebrate small wins: it builds confidence in you and trust from your team

Pro tip: A 30-60-90 plan is not just for your manager – it's for you. It helps you stay focused, build credibility quickly, and set the foundation for long-term success in a new country.

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