

90-DAY PROMOTION PLAN WORKBOOK




RoleEdge
Elevate Your Career Edge

TABLE OF CONTENT

Why Promotions Don't Just Happen

The 90-Day Framework Explained

Step 1: Break Down Populations and Segments

Phase 1 (Days 1-30): Learn & Listen

Phase 2 (Days 31-60): Deliver & Demonstrate Value

Phase 3 (Days 61-90): Lead & Position for Promotion

Scripted Conversations With Managers

Building Internal Champions

Tracking Impact With Metrics

Balancing Visibility vs Humility

Case Study: From Analyst to Manager in 90 Days

The Role of Feedback Loops

Common Mistakes Professionals Make

Self-Assessment Worksheets

Final 90-Day Checklist

WHY PROMOTIONS DON'T JUST HAPPEN

Many professionals believe if they “work hard,” promotions will follow. Reality check: promotions are **strategic decisions**, not just performance outcomes. Managers promote those who **add visible business value, manage relationships, and position themselves as leaders.**

This workbook exists because we've seen countless talented professionals plateau, not from lack of skill, but lack of strategy. Promotions aren't automatic—they're **earned and orchestrated.**

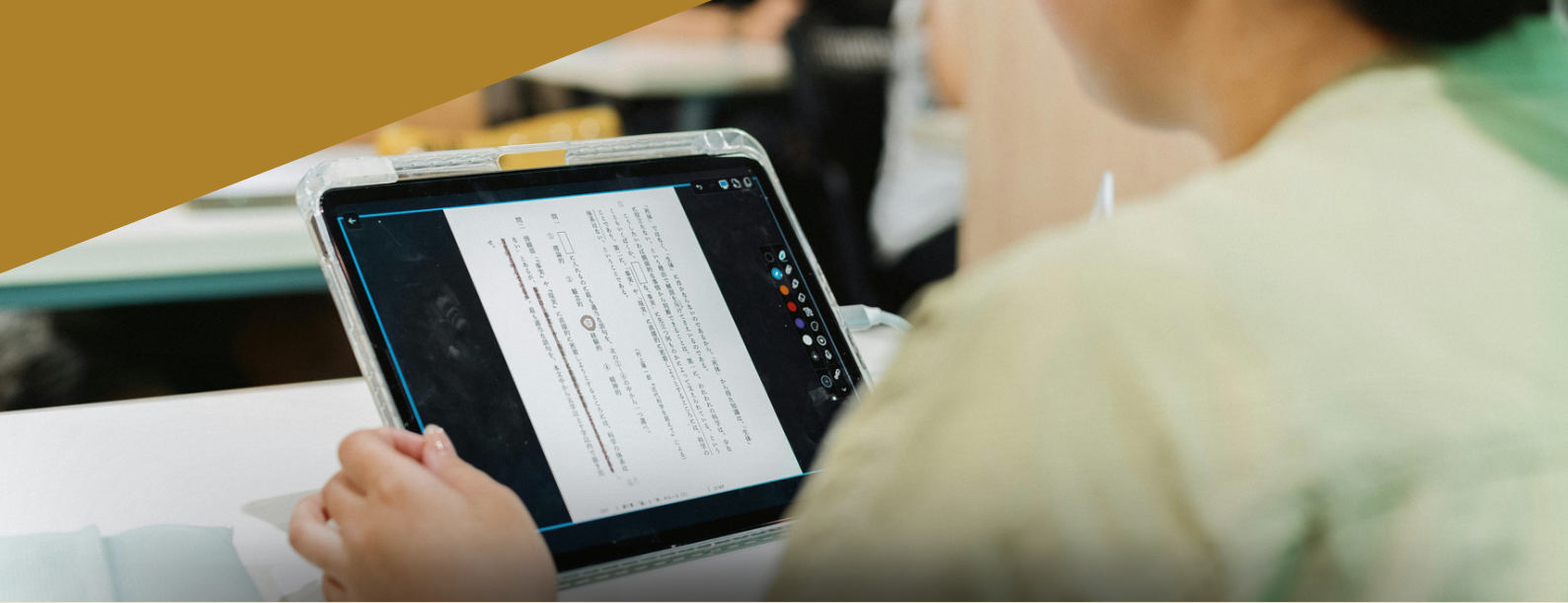


The 90-Day Framework Explained

Think of promotions as **campaigns**. Just like a political campaign has strategy, messaging, and execution, your promotion plan needs structure.

The 90-day model breaks into 3 phases:

- **Phase 1 (Learn & Listen):** Build credibility.
- **Phase 2 (Deliver & Demonstrate):** Prove measurable impact.
- **Phase 3 (Lead & Position):** Show leadership and readiness.



Phase 1 (Days 1–30): Learn & Listen

Your first 30 days are not about being a “hero.”
They’re about absorbing:

- Understand company priorities.
- Build relationships with managers and peers.
- Listen more than you speak.
- 🖋️ **Worksheet Prompt:** List the top 5 goals of your team.



Phase 2 (Days 31–60): Deliver & Demonstrate Value

This is where you **prove impact**. Focus on 2–3 visible wins.

- Lead a small project.
- Solve a problem your boss cares about.
- Track impact with numbers (time saved, revenue, efficiency).
- 🖐️ **Exercise:** Document 2 measurable contributions you can highlight.



Phase 3 (Days 61–90): Lead & Position for Promotion

Now you shift from contributor to leader-in-waiting.

- Mentor juniors.
- Volunteer for stretch assignments.
- Present in leadership meetings.
- Share credit generously.
- 🖱️ **Worksheet Prompt: Write 3 ways you'll demonstrate leadership beyond your role.**



Scripted Conversations With Managers

Promotions are rarely decided by one manager alone. Often, a “promotion panel” or skip-level boss weighs in.

That’s why you need internal champions.

- Build credibility with peers.
- Offer help before you ask for help.
- Create allies in other departments.

👉 Worksheet Prompt: List 3 people who can influence your promotion and how you’ll build rapport.



Building Internal Champions

Promotions are rarely decided by one manager alone. Often, a “promotion panel” or skip-level boss weighs in. That’s why you need internal champions.

- Build credibility with peers.
- Offer help before you ask for help.
- Create allies in other departments.

👉 **Worksheet Prompt: List 3 people who can influence your promotion and how you’ll build rapport.**



Tracking Impact With Metrics

Numbers speak louder than effort.

- Document hours saved, revenue generated, or clients retained.
- Translate work into **business terms**.
- Create a 1-pager summary by Day 75.

👉 **Exercise: Write down 3 KPIs you'll track.**



PROMOTION

Balancing Visibility vs Humility

Promotion is a visibility game, but arrogance kills goodwill.

- Share wins in team forums, not just with your boss.
- Use “we” more than “I.”
- Let your work speak first, your words second.

👉 **Reflection: How can you showcase achievements without over-self-promotion?**



Case Study: Analyst to Manager in 90 Days

Riya joined a Big 4 as an Analyst. Instead of waiting for 2 years, she followed a 90-day plan:

- Identified inefficiencies in reporting → automated templates.
- Saved 8 hours weekly → showcased to leadership.
- Documented wins in a concise deck.
- Result? **Promoted to Manager in 3 months.**



FEEDBACK

The Role of Feedback Loops

Feedback accelerates growth.

- Ask for feedback at 30, 60, and 90 days.
- Show you've applied it.
- Managers reward adaptability.

👉 **Exercise: Write 2 feedback questions to ask your manager this week.**



Common Mistakes Professionals Make

- Waiting passively for recognition.
- Focusing only on effort, not results.
- Overloading with tasks instead of strategic contributions.
- Ignoring networking.

👉 Worksheet Prompt: Which mistake resonates most with you? How will you avoid it?



- ✓ Did you deliver measurable wins?
- ✓ Do you have at least 1-2 internal champions?
- ✓ Have you initiated promotion conversations?
- ✓ Do you have a documented record of impact?

If yes—you're ready to accelerate.



**Want a career that
compounds instead of
stagnates?
Book a RoleEdge Long-
Term Mentorship
Session today.**

Email:

info@roleedge.com

Website:

www.roleedge.com

Book a FREE 1:1 Consultation

<https://roleedge.zohobookings.in/#/discovery-call>

