

LEADERSHIP TRANSITION PLAYBOOK

Own your first 100 *days*.

Five operational tools — not concepts. The method I use with executives, put in your hands. It starts at Day -30, before your first day in the role.

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|-----------------------------------|-------------------------------|
| 1 The Stance Compass | 2 The Power Map |
| 3 Time Buckets | 4 The 100-Day Sequence |
| 5 Peak State in transition | |

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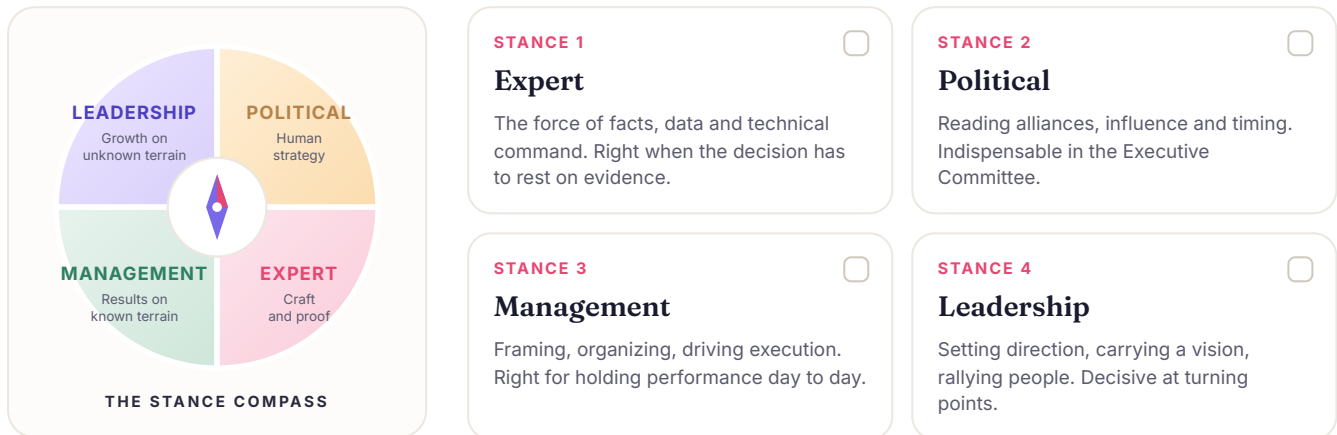
Executive coach · Founder of Wegartner

The Stance Compass.

“Which stance are you stuck in right now?”

The Stance Compass is not a fixed profile. It is a real-time agility tool. Four quadrants, four different logics of action. The skill of an executive is knowing which one to activate, depending on the objective, the people in the room and the context.

— QUICK SELF-DIAGNOSTIC — CHECK YOUR DOMINANT QUADRANT THIS WEEK



“The right stance is not the one you prefer. It is the one the situation requires.”

The Power *Map*.

“Who really decides in your new organization?”

The first reflex of an executive stepping into a new role is to study the org chart. That is a mistake: the org chart describes titles — not influence. Your first job is to understand who actually moves things forward, and why. Fill in this table **by Day 7**, not by Day 30: first impressions are often the most accurate.

— ANALYSIS GRID — SEVEN STAKEHOLDERS TO MAP IN YOUR FIRST WEEK

#	PERSON / ROLE	REAL INFLUENCE	ALLY · NEUTRAL · BLOCKER	WHAT ACTUALLY MATTERS TO THEM
1	Name, role...	1 → 5	A · N · B	Stake, motivation...
2	Name, role...	1 → 5	A · N · B	Stake, motivation...
3	Name, role...	1 → 5	A · N · B	Stake, motivation...
4	Name, role...	1 → 5	A · N · B	Stake, motivation...
5	Name, role...	1 → 5	A · N · B	Stake, motivation...
6	Name, role...	1 → 5	A · N · B	Stake, motivation...
7	Name, role...	1 → 5	A · N · B	Stake, motivation...

Invest the time **before** you have a request to make. Understanding the geography of power already makes you part of it.

“Map before you act. Understanding the geography of power already makes you part of it.”

Time Buckets.

“Where are you putting your energy in your first 30 days?”

In a transition, everything looks urgent: meetings, requests, inherited problems, conflicting expectations. Time Buckets give you a simple filter so your calendar stops running you — and so you choose deliberately where you invest your attention. List your ten main workstreams, then place each one in the right column.

— TIME BUCKETS MATRIX — TO COMPLETE FOR YOUR FIRST 30 DAYS

Do now

High impact · within my control

Invest

High impact · takes time

Delegate / frame

Low impact · time-consuming

Let it settle

Low impact · not ripe yet

“What you do in your first 30 days tells everyone else what you will do for the next three years.”

The 100-Day *Sequence*.

Process → Respect → Trust → Innovation

Most executives who fail a transition make the same mistake: they arrive with their solutions before they have understood the problems. They want to innovate before they have earned the right to. The sequence below is non-negotiable: each step is the condition of the next. Skip one and you weaken every step that comes after it.

— OPERATIONAL SEQUENCE — FOUR STEPS, IN ORDER

1

PROCESS

Have I understood how decisions actually get made here?

☐

2

RESPECT

Do my teams feel that I respect them?

☐

3

TRUST

Have I delivered on my commitments over the last 30 days?

☐

4

INNOVATION

Do I have the relational capital I need to move things?

☐

“You do not start by changing what you have not yet understood.”

Peak State *in transition.*

“Your performance is a consequence. Your mindset is a decision.”

A transition also carries an exceptional mental load: new counterparts, high stakes, legitimacy still to be built. Operational performance depends directly on your ability to hold an inner performance state. Peak State rests on three pillars. Check your own scorecard every week — this table is your mirror, not a reporting tool.

— WEEKLY CHECKLIST — THREE PILLARS, SIX KEY INDICATORS

● Physiology

- ☐ I moved at least three times this week
- ☐ I ate away from a screen at least every other lunch

● Focus

- ☐ I protected at least one hour of deep work a day
- ☐ My calendar did not run me

● Language

- ☐ I asked more questions than I gave answers
- ☐ My messages are clear and owned

“Mindset is a decision. Performance is a consequence.”



GOING FURTHER

Want to move *faster*? Let us talk.

Wegartner coaching goes further than these tools: individual diagnostic, 90-day action plan, and support from your first day in the role through to your first performance review.

THE SIGNATURE PROGRAM · 12 SESSIONS · 90 DAYS · DAY-100 REPORT

Program **Fit to Drive**

For executives stepping into a new role who intend to get their entry right.

Program **Fit to Last**

For those who want to settle into the role and hold it over time.

Program **Fit to Crash**

For crisis, turnaround or repositioning situations.

Book a conversation.

A first exchange to situate your transition and see what is really at stake in your first 100 days.

wegartner.com/en/executive-coaching →

Read the guide

wegartner.com/en/guides/first-100-days/