

# THE COUNTDOWN BEGINS: THINGS TO DO IN THE WEEKS BEFORE STARTING A NEW FD/CFO ROLE

Congratulations on landing a new role! As you eagerly anticipate your first day, it's important to make the most of the time you have before stepping into your new role.

The weeks leading up to your start date present a valuable opportunity to prepare and set yourself up for success. In this article, we will explore essential tasks and actions you can undertake in the weeks before starting a new position.

## 1 Wrap up current responsibilities

If you're currently employed, dedicate time to wrap up your existing responsibilities. Complete pending tasks, document ongoing projects, and ensure a smooth handover process. By leaving on a positive note, you not only maintain professional integrity but also create a strong foundation for your transition to the new role.

## 2 Study the company and industry

Use this time to dive deeper into your new employer. Research the company's mission, values, culture, and recent achievements. Gain insights into its industry, competitors, and future prospects. Understanding the company's ecosystem will help you adapt quickly and contribute meaningfully from day one.

## 3 Review your new job description

Revisit the job description for your new role and familiarise yourself with its expectations and requirements. Identify any specific skills or knowledge areas you may need to brush up on. This will allow you to pinpoint areas where you can focus your pre-employment preparations.

## 4 Connect with your future colleagues

Reach out to your future colleagues, if possible. Introduce yourself, express your excitement about joining the team, and seek insights or recommendations on how to prepare for your new role. Building relationships early on can help you establish rapport, gain valuable insights, and feel more comfortable on your first day.

## 5 Upgrade your skills

Consider upgrading your skills in areas relevant to your new role. Identify any gaps in your knowledge or abilities and seek opportunities to bridge them. Take online courses, attend workshops, or read industry publications to stay up to date and enhance your professional toolkit.

## 6 Prepare your work wardrobe

Assess your wardrobe and ensure you have appropriate attire for your new role. Familiarise yourself with the company's dress code, and if necessary, invest in a few key pieces that align with the organisation's expectations. Feeling confident and dressed for success will help you make a positive impression.

## 7 Organise your personal affairs

Take care of any personal affairs that may distract you during your initial days on the job. Address outstanding errands, schedule appointments, and handle any necessary paperwork. By clearing these tasks, you can focus your energy and attention on your new role.

## 8 Create a transition plan

Develop a plan for transitioning smoothly into your new role. This may involve creating a to-do list for your first week, identifying key contacts within the organisation, and setting goals for your initial months. Having a roadmap in place will ensure you start off on the right foot and hit the ground running.

## 9 Take time for self-care

Amidst the excitement and preparations, don't forget to prioritise self-care. Take time for activities that help you relax and rejuvenate. Engage in hobbies, spend quality time with loved ones, and practice self-reflection. Starting your new role with a refreshed mind and spirit will enhance your performance and well-being.

## 10 Embrace a positive mindset

Finally, cultivate a positive mindset as you approach your new position. Embrace the possibilities that lie ahead, believe in your abilities, and maintain confidence in your decision to accept the position. A positive attitude will fuel your enthusiasm, resilience, and adaptability in the face of new challenges.

**In conclusion, the weeks before starting a new position provide a valuable opportunity to prepare yourself mentally, emotionally, and professionally. By wrapping up current responsibilities, researching the company, connecting with colleagues, upgrading your skills, organising personal affairs, and embracing a positive mindset, you can set the stage for a successful transition into your new role.**

**Remember, the anticipation & preparations you undertake now will pave the way for a confident and impactful start to your new role.**