

CEO transition checklist

1. *Have I reflected on the context of my transition—not just from my own perspective, but from that of all key stakeholders?*
2. *Have I established in my own mind the time frame and intended outcomes of my leadership transition?*
3. *Have I established my initial set of priorities with a full understanding of what others expect of me?*
4. *How will I control my agenda and allocate my time?*
5. *Have I developed a clear process and time frame for selecting my top team?*
6. *Have I committed sufficiently to building a relationship with my chairman and board?*
7. *Do I have a mechanism for building the necessary support office and infrastructure?*
8. *Have I thought through my communications plan—internal and external?*
9. *Do I have a mechanism for getting balanced feedback and information?*
10. *Have I established appropriate personal ground rules?*