

CONTENTS

Acknowledgments	vii	
Executive Summary	ix	
Tools (Note the most up-to-date, full, editable versions of all tools are downloadable at primegenesis.com/tools.)	xxxii	
PART I	The New Leader's 100-Day Action Plan	1
CHAPTER 1	Position Yourself for Success: Get the Job. Make Sure It Is Right for You. Avoid Common Land Mines.	3
CHAPTER 2	The Job Starts When You Accept the Offer: Leverage the Fuzzy Front End.	23
CHAPTER 3	Take Control of Day One: Make a Powerful First Impression. Confirm Your Entry Message.	59
CHAPTER 4	Evolve the Culture. Leverage Diversity	69
CHAPTER 5	Manage Communication, Especially Digitally with Your Remote Team	83
CHAPTER 6	Pivot to Strategy: Co-create the Burning Imperative by Day 30.	97
CHAPTER 7	Drive Operational Accountability: Embed Milestone Management by Day 45.	117
CHAPTER 8	Select Early Wins by Day 60 to Deliver Within 6 Months	135

CHAPTER 9	Build a High-Performing Team: Realign, Acquire, Enable, and Mentor by Day 70.	141
CHAPTER 10	Adjust and Advance Your Own Leadership, People, Practices, and Culture by Day 100	157
PART II	Special Circumstances	173
CHAPTER 11	Manage Your New Board	175
CHAPTER 12	Lead Through Mergers and Acquisitions	187
CHAPTER 13	Lead a Turnaround	199
CHAPTER 14	Lead Through a Crisis: A 100-Hour Action Plan.	211
	Bibliography	223
	About the Authors	225
	Index	227