

YOUR FIRST 90 DAYS

PARALEGAL ACTION PLAN

Starting a paralegal position can be overwhelming. This strategic roadmap will help you transition from new hire to valued team member within your first three months.

WEEKS 1-2: LEARN THE LANDSCAPE

Become a sponge—absorb everything about how your firm operates.

1. Observe firm systems and document management processes.
2. Study attorney work preferences and communication styles.
3. Master the essentials of your case management software.
4. Create a personalized guide to office procedures.

WEEKS 3-4: BUILD YOUR FOUNDATION

Establish the systems that will support your success long-term.

1. Develop your library of document templates.
2. Establish your filing and organization systems.
3. Create attorney-specific preference sheets.
4. Begin building your professional network within the firm.

WEEKS 5-8: ENHANCE EFFICIENCY

Identify opportunities to work smarter, not just harder.

1. Identify routine tasks that could be improved.
2. Develop checklists for recurring processes.
3. Implement timesaving email and calendar systems.
4. Create your personal research database.

WEEKS 9-12: DEMONSTRATE VALUE

From task-taker, become a solution-provider by showing tangible contributions.

1. Propose specific process improvements.
2. Share efficiency templates with your team.
3. Schedule performance feedback sessions.
4. Establish your professional development goals.

Remember: What gets measured gets valued. Track your contributions by documenting time saved, errors prevented, and processes improved.