



PRINTABLE CHECKLIST

30 Fun & Important Things to Do on Your First Day at a New Office

Check each task as you complete it during your first day.

1 ☐ Arrive 10-15 Minutes Early

3 ☐ Introduce Yourself Confidently

5 ☐ Complete the Required Paperwork

7 ☐ Organize Your Email and Work Accounts

9 ☐ Write Down Important Instructions

11 ☐ Find Essential Office Areas

13 ☐ Learn the Names of Your Teammates

15 ☐ Review Your Schedule for the Week

17 ☐ Join Your Coworkers for Lunch

19 ☐ Share a Light Fun Fact About Yourself

21 ☐ Explore the Office During Your Break

23 ☐ Start a Friendly Conversation

25 ☐ Take a First-Day Photo

27 ☐ Celebrate Completing Your First Task

29 ☐ Prepare One Question for Tomorrow

2 ☐ Dress for the Workplace Culture

4 ☐ Learn Your Manager's Expectations

6 ☐ Set Up Your Desk or Workspace

8 ☐ Understand Your Daily Responsibilities

10 ☐ Learn the Office Rules and Policies

12 ☐ Ask How the Team Communicates

14 ☐ Confirm Your Working Hours and Breaks

16 ☐ Personalize Your Workspace

18 ☐ Find an Office Buddy

20 ☐ Compliment Someone's Workspace

22 ☐ Try the Office Coffee or Snack Station

24 ☐ Ask Coworkers About Local Lunch Spots

26 ☐ Write Down Three Positive Moments

28 ☐ Send a Thank-You Message to Your Manager

30 ☐ Reward Yourself After Work