



ARPITA MEHTA
PRESENCE CONSULTANT, DELHI

THE FIRST 90 DAYS PLAYBOOK

FOR GRADUATES

*The habits, behaviours and presence signals
that shape your reputation before your
performance review ever does.*



★
PREPARED

★
PRESENT

★
PROFESSIONAL

★
REMEMBERED



FIRST DAY
Make the right
first impression



FIRST WEEK
Build trust and
strong relationships



FIRST 90 DAYS
Create impact and
accelerate growth



LASTING IMPACT
Build a reputation
that stays with you

BY ARPITA MEHTA



ARPITA MEHTA
PRESENCE CONSULTANT, DELHI

Welcome!

YOU'VE TAKEN THE FIRST STEP.

Dear Future Professional,

Congratulations on stepping into an exciting new chapter of your life.

The next 90 days will be more important than you think. Not just for what you learn, but for the reputation you begin to build, the relationships you start to form, and the way you show up when no one is asking.

This playbook is designed to help you navigate that transition with clarity and confidence. It brings together practical checklists, time-tested advice, and presence insights that I have seen make a real difference for graduates just like you.

Use it. Revisit it. Share it. But most importantly—apply it.

Because how you begin, shapes how far you go.

Here's to your first 90 days—and everything they set in motion.



Arpita Mehta

PRESENCE CONSULTANT, DELHI

“

You don't need to be the loudest in the room. You need to be the one who is remembered for the right reasons.

”



Make a strong first impression



Build meaningful relationships



Work with clarity and confidence



Create impact early on



Build a reputation that lasts





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FIRST-DAY CHECKLIST

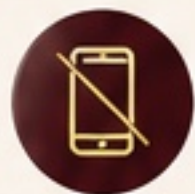
★ *Start strong. Set the tone.*

Your first day sets the foundation for how you'll be perceived, included, and trusted. Use this checklist to arrive prepared, present, and professional.

☐

ARRIVE 10 MINUTES EARLY

Gives you time to settle in, observe, and start calmly.

☐

KEEP YOUR PHONE AWAY

Be fully present. First impressions are distraction-free.

☐

DRESS THE PART

Professional, comfortable, and aligned with your company culture.

☐

CARRY A NOTEBOOK & PEN

Take notes, stay engaged, and show that you value every detail.

☐

LEARN NAMES & USE THEM

It shows respect and helps you build instant rapport.

☐

LISTEN MORE, SPEAK MINDFULLY

Observe the culture, ask smart questions, and contribute with purpose.

☐

BE POLITE TO EVERYONE

From the front desk to the leadership team—respect travels fast.

☐

END YOUR DAY ON A POSITIVE NOTE

Thank your host/manager and express excitement for what's ahead.



Remember

You don't need to know everything. You just need to show up with the right attitude, awareness, and willingness to learn.



EVERY IMPRESSION
YOU MAKE TODAY,
BUILDS YOUR TOMORROW.

★ *You don't need to be the loudest in the room. You need to be the one who is remembered.* ★



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PRESENCE CONSULTANT, DELHI

FIRST-WEEK CHECKLIST

✦ *Observe. Learn. Build. Contribute.*

Your first week is about understanding the people, the priorities, and the unspoken rules.

Use this checklist to make the most of every day.

☐

LEARN THE LAY OF THE LAND

Understand your team, key stakeholders, and how things get done.

☐

ASK THOUGHTFUL QUESTIONS

Show curiosity and clarity. It reflects your willingness to learn.

☐

TAKE GOOD NOTES

Document important information, processes, and expectations.

☐

BUILD RELATIONSHIPS

Introduce yourself, learn names, and connect with genuine interest.

☐

OBSERVE THE CULTURE

Pay attention to how people communicate, collaborate, and make decisions.

☐

DELIVER SMALL WINS

Take ownership of small tasks and deliver them with quality and on time.

☐

SEEK FEEDBACK EARLY

Ask for feedback on your work and how you can improve.

☐

PLAN AHEAD

Understand short-term priorities and plan your next steps.



Focus This Week



Understand before you contribute.



Build trust through consistency.



Be reliable in the little things.



Lay the foundation for long-term impact.



FIRST IMPRESSIONS AREN'T
MADE IN A DAY,
THEY ARE BUILT
THROUGH THE WEEK.



*You don't have to be perfect.
You just have to be present, prepared and professional.*



FIRST-MONTH CHECKLIST

★ *Understand. Align. Contribute. Create Impact.*

Your first month is about building clarity, credibility, and momentum. Use this checklist to lay a strong foundation for long-term success.

☐

UNDERSTAND THE BIG PICTURE

Learn how your team, function, and organization work together. Connect your role to the bigger goals.

☐

BUILD STRONG RELATIONSHIPS

Deepen connections with your manager, team, and key stakeholders. Be dependable and approachable.

☐

CLARIFY PRIORITIES & EXPECTATIONS

Have a clear conversation with your manager about your goals, deliverables, and success metrics.

☐

CONTINUE LEARNING

Invest time in understanding processes, tools, and industry basics. Stay curious.

☐

TAKE OWNERSHIP

Look for opportunities to own work, solve problems, and make things better—no matter how small.

☐

SEEK & ACT ON FEEDBACK

Actively ask for feedback and implement it. It accelerates your growth.

☐

DELIVER QUALITY CONSISTENTLY

Focus on accuracy, timeliness, and attention to detail. Consistency builds trust.

☐

REFLECT & REALIGN

Review your progress. What's working? What can you improve? Realign if needed.

☐

PLAN YOUR 60-90 DAY IMPACT

Think ahead. What impact do you want to create in the next few months?

Focus This Month



Be a learner first, a leader next.



Relationships today, results tomorrow.



Observe more. Assume less.



Add value in small ways, every single day.



Credibility is earned through consistency, not words.

“

The first month is not just about settling in, it's about standing out for the right reasons.

”



Your future is built by what you do today, not tomorrow.



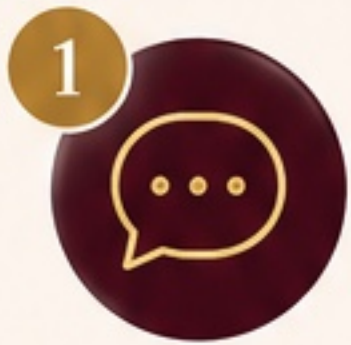


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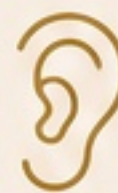
5 MISTAKES FRESHERS MAKE

Avoid these pitfalls. Accelerate your success.



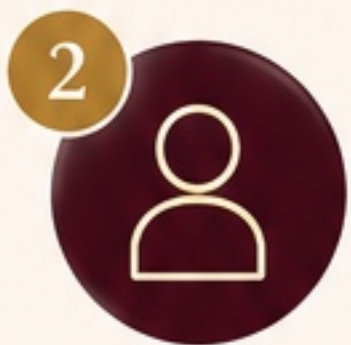
TALKING TOO MUCH, LISTENING TOO LITTLE

Eagerness to impress often leads to oversharing.
You miss crucial context and insights.



WHAT TO DO INSTEAD

Listen actively. Ask thoughtful questions. Understand before you contribute.



TRYING TO DO EVERYTHING AT ONCE

Taking on too much too soon leads to burnout
and average performance.



WHAT TO DO INSTEAD

Focus on priorities. Clarify expectations. Deliver consistently before taking on more.



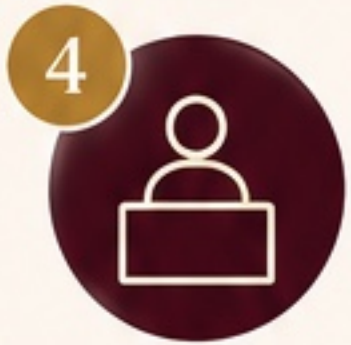
UNDERESTIMATING PROFESSIONALISM

Casual attitude, poor time management, or
informal communication leave the wrong impression.



WHAT TO DO INSTEAD

Be reliable, punctual, and professional in every interaction—no matter how small.



NOT BUILDING RELATIONSHIPS

Staying in your bubble limits your learning,
visibility, and growth.



WHAT TO DO INSTEAD

Build genuine connections. Collaborate, support others, and be a team player.



FOCUSING ONLY ON TASKS, NOT IMPACT

Completing tasks is good.
Understanding impact is powerful.



WHAT TO DO INSTEAD

Think beyond the task. Ask "Why does this matter?" and "Who does it impact?"



REMEMBER

Everyone starts as a beginner. What sets you apart is your awareness, attitude, and willingness to grow.

Stay humble. Stay curious. Stay consistent.

You don't need to be perfect, just purposeful.



Small mistakes can slow you down. Smart choices will set you apart.





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CORPORATE ETIQUETTE GUIDE

Great etiquette builds trust, respect, and strong professional relationships.



1. BE PUNCTUAL

Time is everyone's most valuable resource.

- Arrive on time, every time.
- Join meetings a few minutes early.



2. COMMUNICATE CLEARLY

Clear communication prevents confusion and builds credibility.

- Be concise and to the point.
- Listen actively and ask when unclear.



3. DRESS PROFESSIONALLY

Dress with the role, company culture, and audience in mind.

- When in doubt, dress one level up.
- Neat, clean, and well-groomed.



4. RESPOND PROMPTLY

Timely responses show respect and reliability.

- Acknowledge messages quickly.
- Keep others updated.



5. RESPECT EVERYONE

Respect is the foundation of every professional relationship.

- Be polite and courteous always.
- Value diverse perspectives.



6. MIND YOUR DIGITAL ETIQUETTE

Online behavior reflects your professionalism.

- Use professional email language.
- Avoid replying all unnecessarily.



7. BE PREPARED

Preparation shows commitment and earns confidence.

- Review agendas and materials.
- Come ready to contribute.



8. RESPECT CONFIDENTIALITY

Trust is built when you protect what's shared.

- Keep sensitive information private.
- Don't discuss internal matters outside.



9. TAKE OWNERSHIP

Own your work, mistakes, and growth.

- Be accountable.
- Learn, improve, and move forward.



10. BE A POSITIVE INFLUENCE

Your attitude impacts the entire team culture.

- Be solution-oriented.
- Encourage and support others.

Golden Rule

TREAT OTHERS THE WAY YOU
WOULD LIKE TO BE TREATED.



Professional etiquette is not about being perfect. It's about being aware, respectful, and consistent.

**GOOD ETIQUETTE. STRONG RELATIONSHIPS.
LASTING IMPACT.**

Your behavior today shapes your reputation tomorrow.



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EMAIL & MEETING ETIQUETTE

Small habits. Strong impressions.



EMAIL ETIQUETTE



DO

- ✓ Use clear subject lines
- ✓ Respond within 24 hours
- ✓ Proofread before sending
- ✓ Be concise and respectful
- ✓ Acknowledge important emails



AVOID

- ✗ Replying emotionally
- ✗ Using slang or emojis excessively
- ✗ Writing long paragraphs
- ✗ Replying-all unnecessarily
- ✗ Sending emails without context



MEETING ETIQUETTE



DO

- ✓ Arrive 5 minutes early
- ✓ Keep your camera on (if appropriate)
- ✓ Listen actively
- ✓ Take notes
- ✓ Contribute thoughtfully



AVOID

- ✗ Multitasking
- ✗ Interrupting others
- ✗ Checking your phone
- ✗ Dominating discussions
- ✗ Leaving without clarifying next steps



Great communication is professional.
Good etiquette is memorable.

“

*Every email is a reflection of your judgement.
Every meeting is a reflection of your presence.*

”



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NETWORKING WITHOUT FEELING AWKWARD

*Building relationships without
feeling fake.*



SAY HELLO. START SMALL. BUILD REAL CONNECTIONS.

INSTEAD OF

- ❌ Can you help me get ahead?
- ❌ What can you do for me?
- ❌ I just need a job referral.
- ❌ I'm better at... than others.
- ❌ Let's keep in touch.



TRY THIS INSTEAD

- ✅ I'd love to learn about your experience.
- ✅ How did you get started in this field?
- ✅ Do you have any advice for someone starting out?
- ✅ I've been working on improving my...
- ✅ May I stay connected and learn from you occasionally?



MINDSET SHIFTS

- ♥ Be genuinely curious, not just goal-focused.
- 👤 Focus on building relationships, not collecting contacts.
- ★ Offer value before you ask for anything.
- 🙏 Follow up with gratitude and stay in touch.



PRACTICAL TIPS

- Attend company events and team lunches.
- Ask thoughtful questions and listen actively.
- Remember names and small details.
- Connect on LinkedIn with a personal note.
- Stay authentic. People value real over perfect.



Networking isn't about being everywhere.
It's about being present, interested, and intentional.



“

*Your network is your net worth,
but relationships are your real wealth.*

”



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THE HIDDEN ADVANTAGE MOST GRADUATES IGNORE

Degrees open doors.
But your *presence* keeps them open.

In the early years of your career, skills may get you noticed. But it's how you show up every day that gets you trusted, relied on, and recommended.



EMPLOYERS RARELY SAY IT OUT LOUD,
but this is what they remember most.



ATTITUDE

Your mindset shapes your behaviour, your learning, and your impact.



RELIABILITY

People trust those who are consistent, dependable, and take ownership.



COMMUNICATION

How you communicate determines how you are understood.



PROFESSIONAL PRESENCE

Your presence influences how you are perceived and remembered.



RELATIONSHIPS

Strong relationships create opportunities, support, and long-term success.

WHY IT MATTERS



Skills may get you hired, but your attitude gets you kept and promoted.



Reliability builds trust, and trust builds influence.



Great communication prevents misunderstandings and builds strong teams.



A strong professional presence sets you apart—quietly but consistently.



Your relationships today shape your opportunities tomorrow.

“Competence gets you hired.
Presence gets you remembered.”

While others focus only on doing the work, invest in *how* you show up doing it. That's your hidden advantage.



*The world remembers how you make it feel to work with you.
Make it count.*





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INTRODUCING THE PRESENCE QUOTIENT

*Most graduates don't know
how they are perceived.*

The Presence Quotient helps you uncover
the behaviours, habits and signals that
influence credibility, confidence and
professional impact.




Understand
yourself.


Elevate
your presence.


Unlock
your potential.

SCAN TO DISCOVER YOUR
PRESENCE QUOTIENT



Scan me!



SCAN TO TAKE
THE PRESENCE QUOTIENT

Discover how you are perceived
before others decide for you.



RESULTS YOU'LL RECEIVE

- ✓ Personal Presence Score
- ✓ Key Strengths
- ✓ Development Areas
- ✓ Personalised Recommendations
- ✓ Suggested Next Steps



*Awareness is the first step.
Growth is the next.*



YOUR PRESENCE TODAY SHAPES YOUR POSSIBILITIES TOMORROW.





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DISCOVERY CALL PREPARATION WORKSHEET



This reflection will help us make the most of our time together.
Please answer each question thoughtfully and honestly.



1 WHAT WENT WELL?

*What are you proud of this week/month?
What worked well for you?*



2 WHAT DID I LEARN?

*What new insights, skills, or knowledge
did you gain?*



3 WHAT CHALLENGED ME?

*What was difficult or uncomfortable?
What triggered you?*



4 WHAT WILL I IMPROVE?

*What can I do better? What's one habit
you will focus on?*



5 WHAT IS MY NEXT STEP?

*What is one action I will take to create
impact in the next 90 days?*



Your reflections + Presence Quotient results help us design
a plan that is **personalised, practical and powerful**.



BEFORE YOUR DISCOVERY CALL



Complete this worksheet after
taking the **Presence Quotient
Assessment**.



Email both your assessment
results and completed
worksheet to:

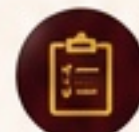
presence.arpitamehta@gmail.com

This helps us focus our conversation
on your goals, challenges, and
growth opportunities rather than
spending valuable time gathering
background information.



YOUR STARTING POINT

- > What is one professional challenge
you are currently facing?
.....
.....
- > What is one outcome you hope to
achieve in the next 90 days?
.....
.....
- > What did your Presence Quotient
results reveal that surprised you?
.....
.....



SUBMISSION CHECKLIST

- ☐ Completed Presence Quotient Assessment
- ☐ Completed Reflection Worksheet
- ☐ Identified one professional goal
- ☐ Identified one professional challenge
- ☐ Emailed documents to:
presence.arpitamehta@gmail.com
- ☐ Scheduled Discovery Call



Clarity before action. Action before impact.





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READY FOR YOUR DISCOVERY CALL?



*You've taken the first steps.
Now let's take the next one together.*

YOU'VE COMPLETED:

- ✓ The First 90 Days Playbook
- ✓ The Presence Quotient Assessment
- ✓ Your Reflection Worksheet

Now let's turn **insight** into **action**.

Book your 15-minute Discovery Call and receive personalised recommendations on the habits, behaviours and presence signals that influence how others perceive you and how you can elevate your impact.



Email: presence.arpitamehta@gmail.com



**BOOK YOUR 15-MINUTE
DISCOVERY CALL**



IN OUR CONVERSATION, YOU WILL:



Gain clarity on your presence strengths and blind spots.



Identify behaviours that accelerate your growth.



Receive personalised recommendations tailored to you.



Get answers to your questions and specific challenges.



Create a clear path to elevate your impact and presence.



Your journey to confident presence starts with one conversation.

LET'S MAKE IT COUNT.





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ONE FINAL THOUGHT

One day, your degree will matter less.

Your **presence** will matter more.

The way you **communicate**.

The way you **build trust**.

The way you **contribute**.

The way **people feel** after interacting with you.

These are the things that shape careers.

Not overnight.

But **every single day**.

*Your first 90 days are not about
proving yourself.*

They're about preparing yourself.



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“ The most powerful person in the room
is rarely the loudest. They are the one people trust. ”