

YOUR 12-MONTH CHECKLIST FOR ACING YOUR ESG LEADERSHIP ROLE

The blueprint of priorities for your first year as an ESG leader.

30 Days

- Understand expectations and develop relationships
- Map out the org's current state of ESG affairs
- Benchmark against leading sustainable organizations and competitors
- Follow regulations, frameworks, and standards affecting your industry



60 Days

- Inventory existing ESG data and analyze gaps
- Build your ESG team and a wider taskforce
- Evaluate ESG tools and solutions
- Keep track of internal and external reporting deadlines



90 Days

- Evaluate supply chain risks and existing contracts with vendors
- Conduct a *materiality assessment*
- Seek third-party guidance on goal setting
- Communicate ESG strategy and goals internally



6 Months

- Ensure data collection and management is on-track
- Be audit-ready: spot data anomalies, and manage user authorizations and workflows
- Monitor ESG performance and make adjustments
- Map data for reporting and build reporting templates



12 Months

- Find a comfortable cadence of publishing ESG reports
- Get recognized in ESG ratings and fine-tune ESG strategies
- Finalize your ESG strategies for the following year
- Reflect, review, and repeat



RECOMMENDED READING:



A Step-by-Step Guide to Your First Year as a Sustainability Leader