

# The First 120 Days

A quick guide to navigating your first four months in office.

**December 5**  
Determine District Office locations.

HITS

**December 15**  
Purchase your District voter data file.

Add-Ons

**February 1**  
Purchase new computers and laptops.

HITS

**February 15**  
Schedule your first Telephone Town Hall.

Add-Ons

**February 28**  
Meet with Leidos web team to discuss site refresh.

NOVEMBER



JANUARY



MARCH

DECEMBER



FEBRUARY



**November 30**  
Select Leidos offerings IQ and House IT Support (HITS) for your CRM and SA/MS services.

IQ

HITS

**January 3**  
Send first eNewsletter to constituents using IQ.

IQ

**January 20**  
Hold District Office training sessions

**March 31**  
Receive first free voter data update.

Add-Ons