

March 2021



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28 Lunch and Learn Week #1	1 Assistant's Learning in a Modern World	2 Think Fast, Talk Smart: Communication Techniques	3 Environmental Wellness/Recycling, Sustainability, Environmental Awareness	4 The Future Belongs to the Revolutionary Assistant	5 Mind/Body/Connection- How Health, Thoughts, Feelings and Behaviors Interact	6
7	8	9	10	11	12 Exit Survey Suggested Deadline- Week #1	13
14 Lunch and Learn Week #2	15 2021: The Year to Rest, Refocus, and Recenter	16 Social Media Dangers: Protecting Our Children/Kids, The Internet & COVID 19	17 Introduction to Mindfulness	18 The Power of Positive Mindset	19 Reading Body Language/Why We Do Want We Do	20
21	22	23	24	25	26 Exit Survey Suggested Deadline- Week #2	27
28 Lunch and Learn Week #3	29 The Resilient Assistant	30 How to Write Better Emails and Be More Productive at Work	31 Permission to Feel, Becoming an Emotional Scientist	1 Standing Out From a Crowd- The Keys to Success	2 Stress Management	3
4	5	Notes				

April 2021



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
Lunch and Learn- Week#4	Love Your Career	Time Management Time for Working Women/ Top 20 Microsoft Word Tips and Tricks	Finding Balance: Nutrition Tools & Tips To Maximize Your Health and Fitness	How To Set Up Your 2021 Budget Binder/ Rethinking School Safety	Boost Your Professionalism Through Better Writing	
18	19	20	21	22	23	24
					Exit Survey Suggested Deadline- Week#4	
25	26	27	28	29	30	1
Lunch and Learn Week# 5	2021 Goal Setting	Administrative Assistants: Building a Star Partnership	What's the Best Diet For Weight Loss, Health, and Fitness?	Managing Your Executive's Day	Dress For Success/Programs to Help You Become a More Efficient Administrative Assistant	
2	3	Notes				

May 2021



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
Lunch and Learn- Week # 6	7 Steps to a Radiant Career	The 8 Principles Transforming Your Relationship With Money/ Budgeting Tips in a Pandemic	Developing The Power of Your Inner Circle	Savvy Social Security Planning	Social Security Benefits/ Your Retirement Planning	
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Notes				