

March 2020



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

April 2020



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
Lunch and Learn Week #4						
19	20	21	22	23	24	25
26	27	28	29	30	1	2
Lunch and Learn Week #5						
3	4	Notes				

May 2020



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
Lunch and Learn Week #6	7 Steps To A Radiant Career	The 8 Principles Of 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	
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	Notes				