

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	16	17	18	19	20
EASTER				All Things Admin Ezine Published	Lindsay Perrine Wedding W →
8 AM					
9	Julie To Do List - Administrative	Julie To Do List - Administrative	Julie To Do List - Administrative	Julie To Do List - Administrative	
10	Book Writing	Book Writing	Book Writing	Book Writing	
11	Speaker Requests Follow-up Client Call		Review & Approve Weekly Ezine Content		
12 PM					
1	Client Call	Coaching Call	Training Webinar	Host #AdminChat All Things Admin   Admin Success	
2	Status Call with Michelle Weekly Status Call with Ambri	Weekly BOOK Check-in With Michelle	Project Time	All Things Admin: All Team Call	
3	Team Call Follow-up on call	Weekly 1:1 - Suzanne Bird Harris		Review & Approve Social I	
4	Weekly Planning Call with Donna Gilliland				
5	End of Day Wrap-up	End of Day Wrap-up	End of Day Wrap-up	End of Day Wrap-up	
6					
7					
8		APTS: Julie Perrine/ Organizing Your Career All Things Admin   Admin Suc			