

THE 365 EA

LEADERSHIP THROUGH DAILY INTENTION



January

FOUNDATIONS & BOUNDARIES



WEEK 1: GROUNDING & SELF-ORIENTATION

1	Choose one core value to work on this year	2	Take one mindful breath before opening your inbox	3	Name one recurring frustration and name why it drains you	4	Write 1 intention for how you want to show up today	5	Do a 2-minute body scan before starting work	6	Define your “non-negotiable” wellness habits for the month	7	Identify one thing you are proud of from last week
---	--	---	---	---	---	---	---	---	--	---	--	---	--

8	Say “no” or “not today” to one optional task	9	Clarify expectations for one project you’re working on	10	Rehearse (mentally or aloud) one boundary statement	11	End one email with a clear, simple request	12	Log off on time, even if everything isn’t perfect	13	Choose one place you’ve overextended yourself and adjust	14	Practice one moment of “pause before reply”
---	--	---	--	----	---	----	--	----	---	----	--	----	---

15	Clean five items from your desktop (digital or physical)	16	Update one recurring reminder to improve your workflow	17	Create a 3-item “only what matters today” list	18	Choose one workflow to simplify	19	Clean your downloads folder for 5 minutes	20	Delete or archive emails older than 30 days that no longer matter	21	Review February deadlines and prepare early
----	--	----	--	----	--	----	---------------------------------	----	---	----	---	----	---

22	Drink water before your first cup of coffee or tea	23	Practice a 3-minute mindful walk	24	Choose one thing to do with full attention today	25	Identify one habit that isn’t serving you and pivot	26	Prep tomorrow’s top priorities before logging off	27	Acknowledge one “small win” from the past week	28	Give yourself permission to rest without guilt
----	--	----	----------------------------------	----	--	----	---	----	---	----	--	----	--

29	Review your January values and note what felt aligned	30	Set one emotional or wellness goal for February	31	Celebrate one way you showed up better for yourself this month
----	---	----	---	----	--

WEEK 2: BOUNDARIES & COMMUNICATION

WEEK 3: SYSTEMS RESET

WEEK 4: ROUTINES & SELF-LEADERSHIP

WEEK 5: SELF-REFLECTION & GOAL SETTING

February

EMOTIONAL REGULATION



WEEK 1: EMOTIONAL AWARENESS

WEEK 2: REGULATED RESPONSES

WEEK 3: CLEAR COMMUNICATION

WEEK 4: GRACE, EMPATHY, & COMPASSION

WEEK 5: SELF-COMPASSION & EMOTIONAL UNDERSTANDING

1	2	3	4	5	6	7
Identify one trigger and pause before reacting	Name the emotion you feel before starting work	Practice “3 breaths before reply”	Read an email twice: once for content, once for tone.	Say “I need more information” instead of assuming	Take a 2-minute break before a difficult task	Speak one need clearly today
8	9	10	11	12	13	14
Validate your own feelings in one sentence	Replace one negative thought with a neutral one	Use “What I hear you saying is...” once today	Practice one moment of active listening	Avoid multitasking for 20 minutes	Reduce screen tension: soften your shoulders	Offer yourself compassion for one mistake
15	16	17	18	19	20	21
Identify a communication pattern you want to improve	Practice “kind directness” in one message	Take one mindful sip of water before a meeting	Use gentle language with yourself	Practice a 3-minute grounding meditation	Ask one clarifying question	Replace one apology with gratitude (“thank you for...”)
22	23	24	25	26	27	28
Identify one boundary you communicated well this week	Practice “name it to tame it.”	Give someone grace today (silently)	Use today’s stressful moment as data, not judgment	Speak slowly and intentionally in one conversation	Do a quick end-of-day emotion check-in	Write one sentence about what made you proud this month
29						
Offer yourself some compassion: “It makes sense that I feel ___”						

March

MINDFUL EFFICIENCY & FOCUS



WEEK 1: FOCUS MANAGEMENT

1	Choose your “big 3” priorities for today	2	Delete 10 unnecessary files	3	Turn off one notification for the day	4	Set a timer for 15-minute focus	5	Clean your desktop (5 items minimum)	6	Create a simple workflow for one recurring task	7	Use the “one-touch rule” on one email today
8	Reduce one expectation you placed on yourself	9	Reorder your to-do list by importance	10	Ask yourself: “Does this need to be done now?”	11	Do a 5-minute digital detox break	12	Clear your Downloads folder for 3 minutes	13	Identify one task you can automate or template	14	Choose one unfinished task to close today
15	Simplify one process step	16	Decline or drop one low-priority commitment	17	Tidy one workspace area	18	Cancel one unnecessary recurring meeting	19	Create one checklist	20	Turn a recurring task into a template	21	Practice “single-tasking” for 10 minutes
22	Say no to multitasking for the morning	23	End one task before starting another	24	Review next week’s deadlines	25	Identify your peak focus hours	26	Do a midday reset: stretch + water	27	Remove one item from your to-do list entirely	28	Evaluate one habit that steals your time
29	Organize your inbox by category	30	Set up one recurring reminder that supports ease	31	Add something you improved this month to your resume								

WEEK 2: WORKFLOW CLARITY

WEEK 3: PRODUCTIVITY WITHOUT BURNOUT

WEEK 4: SIMPLICITY AS A SYSTEM

WEEK 5: COMPLETION & COGNITIVE EASE

April

ADMINISTRATIVE SYSTEMS & WORKFLOW DESIGN



WEEK 1: DOCUMENTATION

1	Document one recurring task	2	Create or refine one SOP step	3	Review one process for bottlenecks	4	Create a quick-reference guide for yourself	5	Clarify deliverables for one ongoing project	6	1. Ask yourself: "Where can this be clearer?"	7	Streamline one approval process
---	-----------------------------	---	-------------------------------	---	------------------------------------	---	---	---	--	---	---	---	---------------------------------

8	Break a complex task into 3 steps	9	Organize one shared drive folder	10	Create a "quick links" page for yourself	11	Update one template you use often	12	Draft a workflow map (simple sketch)	13	Identify one unnecessary step in your process	14	Ask one stakeholder a clarity question
---	-----------------------------------	---	----------------------------------	----	--	----	-----------------------------------	----	--------------------------------------	----	---	----	--

15	Create an onboarding checklist for a future you	16	Archive outdated files	17	Create a naming convention for files	18	Set up a monthly maintenance routine	19	Add one step to protect your time	20	Define the purpose of one task you do weekly	21	Cut the process time in half on one task
----	---	----	------------------------	----	--------------------------------------	----	--------------------------------------	----	-----------------------------------	----	--	----	--

22	Move one sticky-note task into a system	23	Improve one process today	24	Create a working document for ongoing notes	25	Reassess your workspace layout	26	Build a dashboard for the month	27	Reinforce one system that's working well	28	Document one lesson learned from a mistake
----	---	----	---------------------------	----	---	----	--------------------------------	----	---------------------------------	----	--	----	--

WEEK 2: WORKFLOW IMPROVEMENTS

29	Review one workflow for equity and fairness	30	Appreciate your growth as a systems thinker
----	---	----	---

WEEK 3: WORKPLACE CLARITY

WEEK 4: SIMPLIFYING COMPLEXITY

WEEK 5: SYSTEMS & EQUITY APPRECIATION

May

PROFESSIONAL CONFIDENCE & SELF-ADVOCACY



WEEK 1: SELF-CONFIDENCE

WEEK 2: ADVOCACY

WEEK 3: PROFESSIONAL IDENTITY

WEEK 4: CELEBRATING STRENGTHS

WEEK 5: SELF-RECOGNITION & REFLECTION

1

Name one thing you do exceptionally well

2

Use your voice in a meeting today

3

Acknowledge your expertise silently

4

Ask for what you need once today

5

Record one success you tend to overlook

6

1. Practice saying "I can't take that on right now"

7

Update one resume bullet

8

Recognize one boundary you honored

9

Sit up straight: embody confidence physically

10

Identify one limiting belief to release

11

Communicate one preference clearly

12

Practice confident eye contact

13

Compliment a colleague with sincerity

14

Celebrate a small win intentionally

15

Use assertive, not aggressive, language

16

Advocate for your time

17

Think of one mentor who believed in you

18

Appreciate one strength you overlook

19

Write one sentence about the leader you are becoming

20

Say no once today

21

Show up authentically in one interaction

22

Pause and breathe before self-doubt responds

23

Validate your own effort

24

Dress in a way that supports your confidence

25

Reset your posture during the day

26

Recognize the value you add to your team

27

Share an idea (even small) with someone you trust

28

Do something today that makes you proud

29

Replace one negative thought with a grounding truth

30

Reflect on this month's growth

31

Honor your journey so far by giving yourself some credit

June

STRESS PREVENTION & SUSTAINABLE WORK HABITS



WEEK 1: IDENTIFYING STRESSORS

1	Identify one stressor you can influence	2	Take a 3-minute breathing break	3	Make your workspace comfortable today	4	Declutter one stress-triggering item	5	Do 10 slow stretches	6	Choose the easiest task and complete it first	7	Put one task on “tomorrow’s list” intentionally
---	---	---	---------------------------------	---	---------------------------------------	---	--------------------------------------	---	----------------------	---	---	---	---

8	Step away from your desk for 2 minutes	9	Spend 5 minutes outside. If you can, touch some grass	10	Drink a full glass of water mid-day	11	Identify one stressful communication pattern to change	12	Practice slow transitions between tasks	13	Eat a grounding snack (protein + fiber)	14	Turn off your monitor during breaks
---	--	---	---	----	-------------------------------------	----	--	----	---	----	---	----	-------------------------------------

15	Release something mentally that isn’t your responsibility	16	Spend 30 seconds clearing clutter from your desk	17	Identify one expectation you can let go of	18	Play calming music today	19	Ask yourself: “What would make this easier?”	20	Remove one unnecessary recurring task	21	Block 15 minutes of “no task switching”
----	---	----	--	----	--	----	--------------------------	----	--	----	---------------------------------------	----	---

22	Set a kind boundary with yourself	23	Reduce visual clutter around you	24	Take a mindful sip before responding to anything stressful	25	Do one thing slowly	26	Check your posture; relax your shoulders	27	Remove guilt from one decision	28	End your day with one sentence of closure
----	-----------------------------------	----	----------------------------------	----	--	----	---------------------	----	--	----	--------------------------------	----	---

29	Do something that restores you for 5 minutes	30	Prepare one stress-free plan for tomorrow
----	--	----	---

WEEK 4: SUSTAINABLE WORK PRACTICES

WEEK 5: RESTORATION & GENTLE PLANNING

July

LEADERSHIP PRESENCE & EMOTIONAL STRENGTH



WEEK 1: CALM LEADERSHIP

WEEK 2: EMOTIONAL MATURITY

WEEK 3: MODELING STRENGTH

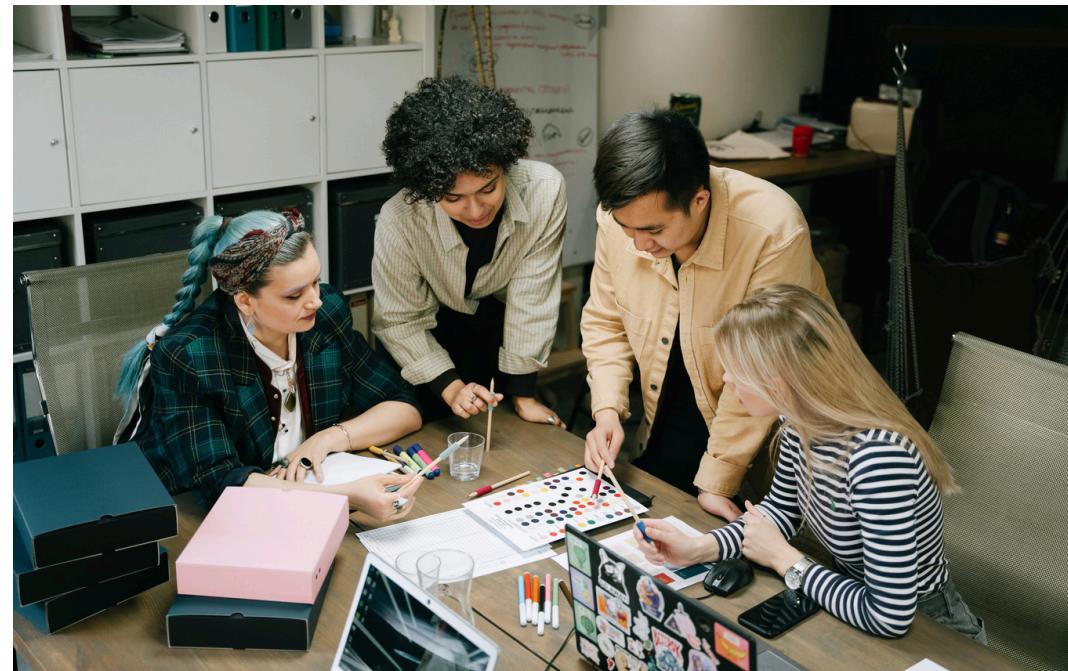
WEEK 4: CENTERED PRESENCE

WEEK 5: EMERGING STRENGTH & CENTERED IDENTITY

1	Speak from calm instead of urgency	2	Slow your breathing before entering a room	3	Say one thing with confidence and clarity	4	Hold your posture with intention	5	Practice quiet leadership: listen more today	6	Respond thoughtfully instead of immediately	7	Notice your tone in conversations
8	Clean your space to elevate presence	9	Choose one intention for how you show up today	10	1. Take up space physically (proper posture)	11	Let one thing roll off your back	12	Model grace during a small inconvenience	13	Pause for two seconds before speaking.	14	Acknowledge that not all silence needs to be filled
15	Keep your voice even during stress	16	Limit emotional labor you take on	17	Notice where your attention is pulled	18	Redirect your energy toward what matters	19	Regulate your expression gently	20	Stay grounded in one difficult moment	21	Avoid over-explaining today
22	Give someone else space to shine	23	Practice one moment of internal praise	24	Set a tone of calm in one meeting	25	Step away when overwhelmed	26	Practice dignified silence	27	Share your perspective with composure	28	Regulate one emotional reaction today
29	Recognize your own leadership growth	30	Practice emotional neutrality	31	Celebrate your evolving presence								

August

EFFICIENCY, ORGANIZATION & PLANNING



WEEK 1: ORGANIZATION

WEEK 2: PLANNING

WEEK 3: MID-YEAR RESET

WEEK 4: ADMINISTRATIVE MASTERY

WEEK 5: STRATEGIC SIMPLIFICATION

1	2	3	4	5	6	7
Clear your inbox to under 50 emails	Plan one task for two weeks ahead	Set up your September calendar	Color-code one project	Create one new automation	Clean your workspace deeply today	Organize your files by year or category
8	9	10	11	12	13	14
Write a one-page “what’s working” list	Plan your holiday out of office dates; make the requests	Create a quick reference sheet	Do a 10-minute planning sprint	Update your project tracker	Delete apps or programs you don’t use	Consolidate notes into one place
15	16	17	18	19	20	21
Plan your next three deadlines	Design a simple template you wish you had	Remove one redundancy in your workflow	Set priorities for the next quarter	Review your budget or expense tracking	Set a reminder for future-you	Organize your browser bookmarks
22	23	24	25	26	27	28
Streamline your email rules/filters	Review your workload for feasibility	Identify one thing to stop doing	Gather your tasks into one system	Plan tomorrow in 5 minutes or less	Update your goals list - personal and professional	Create a quarterly reflection question
29	30	31				
Apply the “80/20 rule” to your work today	Label your folders clearly	Celebrate your organizational growth				

September

GROWTH, LEARNING & PROFESSIONAL DEVELOPMENT



WEEK 1: CURIOSITY

1	Read one short article	2	Watch a 5-minute tutorial	3	Identify one skill you want to improve	4	Write one sentence about your career goals	5	Learn a shortcut or new feature today	6	Read something related to admin leadership	7	Take notes on one insight
---	------------------------	---	---------------------------	---	--	---	--	---	---------------------------------------	---	--	---	---------------------------

8	Be open to learning something new	9	Ask someone a how/why question	10	Reflect on what you've learned this year	11	Identify one outdated belief	12	Update one professional document	13	Practice a new software feature	14	Improve one process using a new idea
---	-----------------------------------	---	--------------------------------	----	--	----	------------------------------	----	----------------------------------	----	---------------------------------	----	--------------------------------------

15	Attend a webinar or mini-session	16	Set a learning goal for Q4	17	Ask for feedback from someone you trust	18	Learn something unrelated to work	19	Compare your current knowledge to last year	20	Add something new to your portfolio	21	Watch a skill-building video
----	----------------------------------	----	----------------------------	----	---	----	-----------------------------------	----	---	----	-------------------------------------	----	------------------------------

22	Review your certifications or courses list	23	Move one growth idea into action	24	Add three new resources to your library	25	Identify a future training you want	26	Take one step toward a long-term goal	27	Review your progress and wins	28	Celebrate your growth mindset
----	--	----	----------------------------------	----	---	----	-------------------------------------	----	---------------------------------------	----	-------------------------------	----	-------------------------------

29	Recommit to a learning routine	30	Choose one topic to explore in October
----	--------------------------------	----	--

WEEK 2: LEARNING HABITS

WEEK 3: SKILL BUILDING

WEEK 4: FORWARD PLANNING

WEEK 5: RECOMMITMENT & FORWARD CURIOSITY

October

ETHICAL CLARITY, INTEGRITY & ALIGNMENT



WEEK 1: VALUES

1	Identify one core value	2	Use your integrity checklist once today	3	Make one transparent decision	4	Speak honestly and kindly	5	Clarify one boundary	6	Reflect on whether something aligns with your values	7	Communicate one expectation clearly
---	-------------------------	---	---	---	-------------------------------	---	---------------------------	---	----------------------	---	--	---	-------------------------------------

8	Choose fairness over convenience once today	9	Decline something ethically	10	Double-check confidentiality	11	Ask: "Is this mine to hold?"	12	Take responsibility for one small thing	13	Practice ethical courage in one moment	14	Value your time as much as others'
---	---	---	-----------------------------	----	------------------------------	----	------------------------------	----	---	----	--	----	------------------------------------

15	Listen without judging	16	Avoid gossip today	17	Choose the most ethical, not easiest, option	18	Use neutral language in a tense moment	19	Check your bias in one decision	20	Be transparent about a limitation	21	Honor a commitment
----	------------------------	----	--------------------	----	--	----	--	----	---------------------------------	----	-----------------------------------	----	--------------------

22	Treat yourself compassionately	23	Apologize sincerely, if needed.	24	Give someone credit today	25	Protect your integrity in one decision	26	Set a boundary with kindness	27	Practice self-respect mid-task	28	Act in alignment with your long-term goals
----	--------------------------------	----	---------------------------------	----	---------------------------	----	--	----	------------------------------	----	--------------------------------	----	--

29	Avoid overpromising	30	Recognize ethical growth you've made	31	Acknowledge one moment where you chose clarity over comfort
----	---------------------	----	--------------------------------------	----	---

WEEK 4: ETHICAL MICRO-DECISIONS

WEEK 5: ACCOUNTABILITY & ETHICAL CELEBRATION

November

GRATITUDE, CONNECTION & COMMUNITY



WEEK 1: GRATITUDE FOR YOURSELF

1	Name something you appreciate about yourself	2	Appreciate a strength you used today	3	Thank your past self for something	4	Identify one thing going well	5	Practice gratitude for your resilience	6	Notice small good things in your day	7	Write one sentence of gratitude before bed
---	--	---	--------------------------------------	---	------------------------------------	---	-------------------------------	---	--	---	--------------------------------------	---	--

8	Smile intentionally at someone	9	Practice generosity (small gesture)	10	Celebrate a colleague's success	11	Give a genuine compliment	12	Thank someone specifically today	13	Reflect on someone who supported you this year	14	Give someone grace
---	--------------------------------	---	-------------------------------------	----	---------------------------------	----	---------------------------	----	----------------------------------	----	--	----	--------------------

15	Express kindness in a message	16	Offer understanding in a conversation	17	Share a resource with a colleague	18	Name three things that made you feel proud	19	Appreciate something in your workspace	20	Notice a moment of joy	21	Let go of resentment (one breath at a time)
----	-------------------------------	----	---------------------------------------	----	-----------------------------------	----	--	----	--	----	------------------------	----	---

22	Connect meaningfully with one person	23	Do something kind anonymously	24	Practice patience	25	Acknowledge someone's effort	26	Appreciate your growth	27	Offer gratitude for your role	28	Share appreciation with your team
----	--------------------------------------	----	-------------------------------	----	-------------------	----	------------------------------	----	------------------------	----	-------------------------------	----	-----------------------------------

29	Reflect on gratitude learned this month	30	Celebrate how far you've come
----	---	----	-------------------------------

WEEK 4: COMMUNICATION & GENEROSITY

WEEK 5: DEEPPENDED APPRECIATION

December

REFLECTION, CLOSURE & RENEWAL



WEEK 1: REFLECTION

WEEK 2: CLOSURE

WEEK 3: RENEWAL

WEEK 4: FUTURE VISION

WEEK 5: INTENTIONAL TRANSITION

1

Reflect on your proudest moment of the year

2

Identify one lesson you learned

3

Release one thing you no longer need

4

Celebrate one habit you built

5

Write one sentence about who you became this year

6

Close one lingering task

7

Thank yourself for something meaningful

8

Revisit January's values: what held true?

9

Let yourself rest without guilt

10

Acknowledge one challenge you overcame

11

Identify one boundary that changed your life

12

Review your accomplishments

13

Give yourself grace for unfinished goals

14

Reflect on an ethical decision you made well

15

Identify one new strength

16

Restore your workspace

17

Refresh your digital organization

18

Create a "stop doing" list for next year

19

Clarify your professional identity

20

Acknowledge your personal growth

21

Do something soothing today

22

Reconnect with a forgotten joy

23

Focus on what truly matters

24

Appreciate one person deeply

25

Rest in gratitude

26

Imagine your ideal next year

28

Forgive one mistake from the year

29

Choose your word for next year

30

Celebrate your evolution

31

Step into the new year with confidence

ABOUT THE CREATOR



Chardriana Jean is an administrative leadership strategist, systems thinker, and the founder of The CVJ Solution, a consulting practice dedicated to elevating the work and wellbeing of administrative professionals.

The 365 EA was created during a period of intentional transition. While completing her Executive Leadership Certification, deepening her mindfulness practice, and reshaping her understanding of sustainable, emotionally intelligent leadership, Chardriana began building what she thought would be a simple personal growth tool. Over time, it evolved into a year-long resource for supporting others on their journey toward clarity, balance, and self-advocacy.

With a background in executive operations, organizational development, and higher-education administration, Chardriana combines practical expertise with a deep respect for the human side of work. Her philosophy centers on making leadership accessible, building systems that support real people, and helping administrative professionals reclaim their agency, confidence, and professional voice.

Today, Chardriana integrates mindful leadership practices into her consulting, teaching, and personal life – believing firmly that meaningful change begins with small, intentional actions repeated over time. Thank you for allowing this guide to accompany you. May it support your clarity, strengthen your presence, and remind you that the work you do matters deeply.

With Gratitude,

Chardriana Jean, The CVJ Solution

