

THE 365 EA

LEADERSHIP THROUGH DAILY INTENTION



January

FOUNDATIONS & BOUNDARIES



WEEK 1: GROUNDING & SELF-ORIENTATION

WEEK 2: BOUNDARIES & COMMUNICATION

WEEK 3: SYSTEMS RESET

WEEK 4: ROUTINES & SELF-LEADERSHIP

WEEK 5: SELF-REFLECTION & GOAL SETTING

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

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

Identify one trigger and pause before reacting
- 2

Name the emotion you feel before starting work
- 3

Practice “3 breaths before reply”
- 4

Read an email twice: once for content, once for tone.
- 5

Say “I need more information” instead of assuming
- 6

Take a 2-minute break before a difficult task
- 7

Speak one need clearly today
- 8

Validate your own feelings in one sentence
- 9

Replace one negative thought with a neutral one
- 10

Use “What I hear you saying is...” once today
- 11

Practice one moment of active listening
- 12

Avoid multitasking for 20 minutes
- 13

Reduce screen tension: soften your shoulders
- 14

Offer yourself compassion for one mistake
- 15

Identify a communication pattern you want to improve
- 16

Practice “kind directness” in one message
- 17

Take one mindful sip of water before a meeting
- 18

Use gentle language with yourself
- 19

Practice a 3-minute grounding meditation
- 20

Ask one clarifying question
- 21

Replace one apology with gratitude (“thank you for...”)
- 22

Identify one boundary you communicated well this week
- 23

Practice “name it to tame it.”
- 24

Give someone grace today (silently)
- 25

Use today’s stressful moment as data, not judgment
- 26

Speak slowly and intentionally in one conversation
- 27

Do a quick end-of-day emotion check-in
- 28

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

WEEK 2: WORKFLOW CLARITY

WEEK 3: PRODUCTIVITY WITHOUT BURNOUT

WEEK 4: SIMPLICITY AS A SYSTEM

WEEK 5: COMPLETION & COGNITIVE EASE

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

April

ADMINISTRATIVE SYSTEMS & WORKFLOW DESIGN



WEEK 1: DOCUMENTATION

WEEK 2: WORKFLOW IMPROVEMENTS

WEEK 3: WORKPLACE CLARITY

WEEK 4: SIMPLIFYING COMPLEXITY

WEEK 5: SYSTEMS & EQUITY APPRECIATION

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

29

Review one workflow for equity and fairness

30

Appreciate your growth as a systems thinker

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

WEEK 2: STRESS-REDUCTION HABITS

WEEK 3: MIND-BODY CONNECTION

WEEK 4: SUSTAINABLE WORK PRACTICES

WEEK 5: RESTORATION & GENTLE PLANNING

1. Identify one stressor you can influence
- Take a 3-minute breathing break
- Make your workspace comfortable today
- Declutter one stress-triggering item
- Do 10 slow stretches
- Choose the easiest task and complete it first
- Put one task on "tomorrow's list" intentionally
- Step away from your desk for 2 minutes
- Spend 5 minutes outside. If you can, touch some grass
- Drink a full glass of water mid-day
- Identify one stressful communication pattern to change
- Practice slow transitions between tasks
- Eat a grounding snack (protein + fiber)
- Turn off your monitor during breaks
- Release something mentally that isn't your responsibility
- Spend 30 seconds clearing clutter from your desk
- Identify one expectation you can let go of
- Play calming music today
- Ask yourself: "What would make this easier?"
- Remove one unnecessary recurring task
- Block 15 minutes of "no task switching"
- Set a kind boundary with yourself
- Reduce visual clutter around you
- Take a mindful sip before responding to anything stressful
- Do one thing slowly
- Check your posture; relax your shoulders
- Remove guilt from one decision
- End your day with one sentence of closure
- Do something that restores you for 5 minutes
- Prepare one stress-free plan for tomorrow

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

Clear your inbox to under 50 emails

2

Plan one task for two weeks ahead

3

Set up your September calendar

4

Color-code one project

5

Create one new automation

6

Clean your workspace deeply today

7

Organize your files by year or category

8

Write a one-page “what’s working” list

9

Plan your holiday out of office dates; make the requests

10

Create a quick reference sheet

11

Do a 10-minute planning sprint

12

Update your project tracker

13

Delete apps or programs you don’t use

14

Consolidate notes into one place

15

Plan your next three deadlines

16

Design a simple template you wish you had

17

Remove one redundancy in your workflow

18

Set priorities for the next quarter

19

Review your budget or expense tracking

20

Set a reminder for future-you

21

Organize your browser bookmarks

22

Streamline your email rules/filters

23

Review your workload for feasibility

24

Identify one thing to stop doing

25

Gather your tasks into one system

26

Plan tomorrow in 5 minutes or less

27

Update your goals list - personal and professional

28

Create a quarterly reflection question

29

Apply the “80/20 rule” to your work today

30

Label your folders clearly

31

Celebrate your organizational growth

September

GROWTH, LEARNING & PROFESSIONAL DEVELOPMENT



WEEK 1: CURIOSITY

WEEK 2: LEARNING HABITS

WEEK 3: SKILL BUILDING

WEEK 4: FORWARD PLANNING

WEEK 5: RECOMMITMENT & FORWARD CURIOSITY

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|--|--|--|---|---|---|--|
| 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 | | | | | |

October

ETHICAL CLARITY, INTEGRITY & ALIGNMENT



- WEEK 1: VALUES
- WEEK 2: FAIRNESS & BOUNDARIES
- WEEK 3: INTEGRITY IN COMMUNICATION
- WEEK 4: ETHICAL MICRO-DECISIONS
- WEEK 5: ACCOUNTABILITY & ETHICAL CELEBRATION

1	2	3	4	5	6	7
Identify one core value	Use your integrity checklist once today	Make one transparent decision	Speak honestly and kindly	Clarify one boundary	Reflect on whether something aligns with your values	Communicate one expectation clearly
8	9	10	11	12	13	14
Choose fairness over convenience once today	Decline something ethically	Double-check confidentiality	Ask: "Is this mine to hold?"	Take responsibility for one small thing	Practice ethical courage in one moment	Value your time as much as others'
15	16	17	18	19	20	21
Listen without judging	Avoid gossip today	Choose the most ethical, not easiest, option	Use neutral language in a tense moment	Check your bias in one decision	Be transparent about a limitation	Honor a commitment
22	23	24	25	26	27	28
Treat yourself compassionately	Apologize sincerely, if needed.	Give someone credit today	Protect your integrity in one decision	Set a boundary with kindness	Practice self-respect mid-task	Act in alignment with your long-term goals
29	30	31				
Avoid overpromising	Recognize ethical growth you've made	Acknowledge one moment where you chose clarity over comfort				

November

GRATITUDE, CONNECTION & COMMUNITY



WEEK 1: GRATITUDE FOR YOURSELF

WEEK 2: GRATITUDE FOR OTHERS

WEEK 3: EMOTIONAL CONNECTION

WEEK 4: COMMUNICATION & GENEROSITY

WEEK 5: DEEPEDED APPRECIATION

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

December

REFLECTION, CLOSURE & RENEWAL



WEEK 1: REFLECTION

WEEK 2: CLOSURE

WEEK 3: RENEWAL

WEEK 4: FUTURE VISION

WEEK 5: INTENTIONAL TRANSITION

1	2	3	4	5	6	7
Reflect on your proudest moment of the year	Identify one lesson you learned	Release one thing you no longer need	Celebrate one habit you built	Write one sentence about who you became this year	Close one lingering task	Thank yourself for something meaningful
8	9	10	11	12	13	14
Revisit January's values: what held true?	Let yourself rest without guilt	Acknowledge one challenge you overcame	Identify one boundary that changed your life	Review your accomplishments	Give yourself grace for unfinished goals	Reflect on an ethical decision you made well
15	16	17	18	19	20	21
Identify one new strength	Restore your workspace	Refresh your digital organization	Create a "stop doing" list for next year	Clarify your professional identity	Acknowledge your personal growth	Do something soothing today
22	23	24	25	26	27	28
Reconnect with a forgotten joy	Focus on what truly matters	Appreciate one person deeply	Rest in gratitude	Imagine your ideal next year	Identify one new intention for future you	Forgive one mistake from the year
29	30	31				
Choose your word for next year	Celebrate your evolution	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

