

TOOL 01

The 30-Day Plan

One page per day. What to do, what to say, and a calm thought for the day.

Inside

How a day page works · Day 0, the night before

Week 1: your space · Week 2: your boss

Week 3: meetings · Week 4: your rhythm

Your 30-day review sheet and 60-day plan

Ten minutes each morning

Open today's page before you start work. Read it, tick as you go, and finish with one line about what you learned.

ON EACH PAGE	WHAT IT IS FOR
Do today	Three to six small tasks with checkboxes. Do them in any order.
Open today	The tools from this toolkit you will need today.
Say this	A ready sentence for the conversation of the day. Change the words to sound like you.
Why it works	The research or expert advice behind the task, in plain words.
From 26 years at the desk	What I learned doing this job in four countries.
Calm moment	A one-minute technique for nerves. More in Confidence at Work.
Today's affirmation	A true sentence to carry with you. Say it once in the morning.

FROM 26 YEARS AT THE DESK

Weekends are part of the plan. Rest first, then spend twenty minutes, no more, getting ready for Monday. Tired assistants make small mistakes; rested ones notice them.

ADAPT IT

Your office may move faster or slower than this plan. That is fine. If a meeting with your boss happens on Day 2 instead of Day 4, use Day 4's page on Day 2. The order matters more than the dates.



BEFORE YOU START

The night before

Tomorrow is ready tonight, so your morning can be calm.

Open today:

FIRST IMPRESSION KIT

INTRODUCTION SCRIPTS

CONFIDENCE AT WORK

DO TODAY

- ☐ Lay out your outfit with the **Outfit Check** (First Impression Kit).
- ☐ Pack your bag with the **First Day Bag Checklist**: documents for HR, your own notebook and two pens, a snack and lunch.
- ☐ Check your route. Plan to arrive 10 to 15 minutes early. Save the address and the name of the person you will meet.
- ☐ Read your 30-second introduction (Introduction Scripts) and say it out loud once.
- ☐ Write your three biggest worries on paper, and next to each one, what you will do if it happens.

SAY THIS

Good morning, I'm [Name]. I'm starting today as [job title], and I'm here to see [contact name].

WHY IT WORKS

In a 2011 study published in *Science*, Gerardo Ramirez and Sian Beilock found that students who spent ten minutes writing about their worries before an exam performed better than students who did not. Writing a worry down frees your mind to focus.

CALM MOMENT

Before you sleep, take three slow "double breaths": two short breaths in through the nose, then one long breath out through the mouth.

TODAY'S AFFIRMATION

I don't need to know everything tomorrow. I only need to arrive ready to learn.

One thing I learned today

☐ Done

Your space and your first impressions

Arrive, observe, and set up the place where you work.

By the end of this week you will have

- ☐ Introduced yourself to your team
- ☐ Your desk, logins and supplies sorted
- ☐ Started your Who's Who Map
- ☐ Had a first proper meeting with your boss
- ☐ Sent your first Friday update

CALM MOMENT

You do not need to do this week perfectly. You need to do each day's page. Small steps, every day, add up faster than you think.

MY NOTES AND QUESTIONS FOR THIS WEEK



DAY

1

WEEK 1

Arrive and observe

Today you are a calm observer with a notebook.

Open today:

INTRODUCTION SCRIPTS

CONVERSATIONS YOU WILL NEED

DO TODAY

- ☐ Arrive 10 to 15 minutes early. Greet everyone, including reception and security.
- ☐ Use your 30-second introduction, then listen more than you speak.
- ☐ Write every name with one detail: where they sit, or what they do.
- ☐ Ask where the restroom, kitchen, supplies, printer and emergency exits are.
- ☐ **Change nothing.** Collect your questions and ask them later in one batch.
- ☐ Before you leave, thank your boss and ask what time to arrive tomorrow.

SAY THIS

Hi, I'm [Name], the new [job title] supporting [boss's name]. I'm still learning names, so please forgive me if I ask twice.

FROM 26 YEARS AT THE DESK

Pack your lunch and expect to eat on your own for a few days. Almost nobody took me to lunch on my first day, in any country. Everyone already has their routine. Ask where people eat, look after yourself, and you will slowly join in.

CALM MOMENT

Nervous before you walk in? Say quietly: *"I'm excited."* Research by Alison Wood Brooks (Harvard, 2014) found that people who named their nerves as excitement performed better than people who tried to calm down.

TODAY'S AFFIRMATION

Everyone here once had a first day too.

One thing I learned today



Done

DAY

2

WEEK 1

Your space and systems

Set up the place where you will work every day.

Open today:

MY DESK MANUAL

PHONE & GATEKEEPING SCRIPTS

DO TODAY

- ☐ Check you can log in to email, calendar, shared drives, the phone and any booking or expense systems.
- ☐ List everything you are missing and ask IT **once**, in one clear message.
- ☐ Set up your email signature. Copy the style your colleagues use.
- ☐ Create three email folders: **Needs Reply**, **FYI** and **Archive**.
- ☐ Learn the phone basics: answering, transferring, voicemail.
- ☐ Start the **Systems** page of your Desk Manual: where each system is and who gives access. Never the password.

SAY THIS

Hi, I started yesterday as [job title] for [boss's name]. I still need access to [A, B and C]. Could you tell me how to request it, or does my manager need to approve it first?

FROM 26 YEARS AT THE DESK

Send IT one message with the full list. Five separate requests look disorganized. One clear list says: I know what I'm doing.

CALM MOMENT

Screens tire the eyes fast in a new job. Use the 20-20-20 rule recommended by the American Academy of Ophthalmology: every 20 minutes, look at something about 20 feet away for 20 seconds.

TODAY'S AFFIRMATION

I am allowed to ask for what I need to do my job.

One thing I learned today

☐

Done



WEEK 1

Learn the people

Find out who is who, and who really gets things done.

Open today:

WHO'S WHO MAP

INTRODUCTION SCRIPTS

DO TODAY

- ☐ Start your **Who's Who Map**: your boss, their direct reports, the other assistants, and support teams (IT, HR, facilities, finance, reception).
- ☐ Introduce yourself to at least two other assistants. They will become your best allies.
- ☐ Note how each person prefers to be contacted: email, chat or in person.
- ☐ Notice who people go to with questions. That person is important, whatever their title.
- ☐ Keep personal information light: your role, one neutral detail, then back to work.

SAY THIS

Hi, I'm [Name]. I've just started supporting [boss's name]. I'd love to learn how things usually work here. Could I ask you a few questions when you have five minutes?

FROM 26 YEARS AT THE DESK

When people asked personal questions in my first weeks, I answered kindly and briefly, then asked them something about work. Less information is better. You do not know yet who is close to whom, and you never want to offend anyone by accident.

CALM MOMENT

If the room feels too busy, try 5-4-3-2-1: notice 5 things you see, 4 you can touch, 3 you hear, 2 you smell and 1 you taste. It brings your attention back to the present in about a minute.

TODAY'S AFFIRMATION

I don't need everyone to like me this week. I need them to see that I'm reliable.

One thing I learned today



Done



WEEK 1

Meet your boss

Learn how your boss works before you change anything.

Open today:

THE BOSS PROFILE

CONVERSATIONS YOU WILL NEED

DO TODAY

- ☐ Ask for 20 to 30 minutes today or tomorrow (script below).
- ☐ Bring the **Boss Profile** questions. Choose the 8 to 10 that matter most here.
- ☐ Listen far more than you speak. Write the answers in their words.
- ☐ Ask: *"Are there any informal rules or habits here I should know about?"*
- ☐ Send the **"Here's what I understood"** email the same day.

SAY THIS

Could I have 20 minutes with you today or tomorrow? I'd like to understand how you like to work, so I can support you the right way from the start.

WHY IT WORKS

Career experts, including Forbes contributor Tracy Brower (2024) and Booher Research, recommend asking a new boss early about their communication preferences: bottom line first or details first, which channel to use, and how often to update them. Most early friction comes from mismatched styles.

CALM MOMENT

One minute before the meeting, try box breathing: breathe in for 4, hold for 4, out for 4, hold for 4. Repeat four times.

TODAY'S AFFIRMATION

My questions show that I care about doing this well.

One thing I learned today

☐

Done



WEEK 1

Your first Friday

Close the week cleanly and show your boss what you've done.

Open today:

CALENDAR & DAILY BRIEF KIT

MY DESK MANUAL

DO TODAY

- ☐ Shadow your boss: note what they do with emails, calls and meetings. Patterns matter more than any manual.
- ☐ Read your notes from the week. Move key facts into your Desk Manual and Who's Who Map.
- ☐ Send your first **Friday update** (template in the Calendar & Daily Brief Kit): done, in progress, questions, next week.
- ☐ Tidy your desk and your inbox before you leave.

SAY THIS

Here is a short summary of my first week, so you can see where I am and what I'm planning for next week.

FROM 26 YEARS AT THE DESK

I sent a short Friday update to every boss I ever supported, starting in week one. It takes ten minutes, and it answers the question every boss has about a new assistant: *what is she actually doing?*

CALM MOMENT

Write three small things that went well this week. Your mind remembers problems easily; it needs help to remember progress.

TODAY'S AFFIRMATION

I finished my first week. That is a real achievement.

One thing I learned today



Done



WEEK 1 · WEEKEND

Weekend reset

Rest first. Then 20 minutes to prepare Monday.

Open today: **CONFIDENCE AT WORK**

DO TODAY

- ☐ Rest. Do something that has nothing to do with work.
- ☐ Read your notes once (20 minutes at most). Circle the three things you still don't understand.
- ☐ Do the **Values exercise** in Confidence at Work (10 minutes).
- ☐ Lay out Monday's outfit and pack your bag.

WHY IT WORKS

Psychologists Geoffrey Cohen and David Sherman (2014) reviewed many studies of *self-affirmation*: briefly writing about values that matter to you, like family, faith or honesty. It helps people stay calm and open under pressure, because one hard week no longer feels like it defines you.

TODAY'S AFFIRMATION

Rest is part of doing a good job.

THIS WEEK I LEARNED

NEXT WEEK I WANT TO UNDERSTAND

Your boss

Learn how your boss works, so you can support them without asking about everything.

By the end of this week you will have

- ☐ Understood your boss's calendar patterns
- ☐ Agreed calendar rules
- ☐ Handled calls with a script
- ☐ Started a daily brief
- ☐ Started a follow-up tracker

CALM MOMENT

You do not need to do this week perfectly. You need to do each day's page. Small steps, every day, add up faster than you think.

MY NOTES AND QUESTIONS FOR THIS WEEK



WEEK 2

Read the calendar

Your boss's last three months of calendar will teach you more than any handover.

Open today: **CALENDAR & DAILY BRIEF KIT**

DO TODAY

- ☐ Use the **3-Month Calendar Review** sheet: recurring meetings, frequent contacts, busy days and protected time.
- ☐ Note who gets a meeting quickly (VIPs) and what gets moved often.
- ☐ Note travel and out-of-office patterns.
- ☐ List your questions. Do not change anything yet.

SAY THIS

I've been studying your calendar to learn your patterns. Could I check a few things with you tomorrow?

WHY IT WORKS

Experienced assistant trainers (for example ExecViva) call a review of the last three months of calendar one of the highest-value tasks of a new assistant's first weeks: it shows who matters, what repeats, and what your boss protects.

CALM MOMENT

Take a 3-minute desk reset: stand up, roll your shoulders, drink a glass of water, tidy one thing on your desk, then sit back down.

TODAY'S AFFIRMATION

I'm learning the patterns. Clarity comes from paying attention.

One thing I learned today

☐

Done



WEEK 2

Calendar rules

Agree the rules, so you can manage the calendar without asking every time.

Open today: [CALENDAR & DAILY BRIEF KIT](#) [THE BOSS PROFILE](#)

DO TODAY

- ☐ Fill in **My boss's calendar rules** with yesterday's questions.
- ☐ Ask for 10 minutes to confirm: earliest and latest meetings, buffer time, focus blocks, lunch, who always gets a slot, what needs approval.
- ☐ Use the scheduling checklist for every invite from today.
- ☐ Look at next week: anything clashing, or missing a room, a link or an agenda?

SAY THIS

Could I suggest a few calendar rules, and you tell me what to change? For example, 10 minutes between meetings and nothing before 9.

WHY IT WORKS

Many experienced assistants build 10 to 15 minutes of buffer between meetings, even when the boss says it is not needed. Meetings run over, and a buffer protects the whole day.

CALM MOMENT

Before you propose your rules, remind yourself: suggesting a better way is part of your job, not a criticism of anyone.

TODAY'S AFFIRMATION

Clear rules make my work calmer and my boss's day easier.

One thing I learned today

☐ Done



WEEK 2

The phone

The calls that make new assistants nervous become easy with a script.

Open today:

PHONE & GATEKEEPING SCRIPTS

THE BOSS PROFILE

DO TODAY

- ☐ Read the 10 **Phone & Gatekeeping Scripts** once, out loud.
- ☐ Put the message slip template next to your phone.
- ☐ Ask your boss who should always be put through, and who should be screened.
- ☐ Practice "not available, but I can offer" until it sounds natural.

SAY THIS

[Boss's name] isn't available right now, but I can offer you Thursday at 2 p.m. Would that work for you?

FROM 26 YEARS AT THE DESK

For my first months in every new job, I kept my phone scripts on a card under my keyboard. Nobody ever knew, and I never sounded lost.

CALM MOMENT

Before a call you dread, take one double breath and smile before you pick up. People can hear a smile in your voice.

TODAY'S AFFIRMATION

I don't need every answer. I need to know who has it, and to say I'll come back.

One thing I learned today



Done

DAY

11

WEEK 2

The daily brief

Start each day by telling your boss what matters today.

Open today: CALENDAR & DAILY BRIEF KIT

DO TODAY

- ☐ Agree the format with your boss: email, chat or printed, and what time.
- ☐ Send your first **daily brief**: today's meetings with prep notes, deadlines, decisions needed, FYI.
- ☐ Keep it short: the most important line first, then bullet points.
- ☐ At the end of the day, ask whether it was useful and what to add or remove.

SAY THIS

From today, I'll send you a short brief at 8:30 with today's meetings, deadlines and anything that needs your decision. Does that time work?

WHY IT WORKS

Communication experts recommend putting the bottom line first, because busy leaders often read on their phones between meetings and decide in seconds whether to keep reading.

CALM MOMENT

If writing the first brief feels hard, set a 15-minute timer. Done and useful beats perfect.

TODAY'S AFFIRMATION

Small, steady habits build big trust.

One thing I learned today

☐ Done

Follow-ups

Nothing you promised, and nothing promised to your boss, gets lost.

Open today:

THE MEETING KIT

PHONE & GATEKEEPING SCRIPTS

DO TODAY

- ☐ Start your **follow-up tracker** (the action tracker in the Meeting Kit, or a notebook page): what, who, by when, status.
- ☐ Chase anything overdue, politely (phone script 8, or the Email Library if you have it).
- ☐ Send your second Friday update.
- ☐ Ask your boss: *"Is this update format working for you?"*

SAY THIS

Just a gentle reminder about [item]. Could you let me know when we can expect it?

FROM 26 YEARS AT THE DESK

I wrote every promise down the moment it was made, mine and other people's. Memory fails on busy days. A tracker does not.

CALM MOMENT

Write three things that went well this week, before you leave the office.

TODAY'S AFFIRMATION

I keep track, so nothing depends on memory alone.

One thing I learned today

☐ Done



WEEK 2 · WEEKEND

Weekend reset

Rest first. Then 20 minutes to prepare the meetings week.

Open today: **THE MEETING KIT** **CONFIDENCE AT WORK**

DO TODAY

- ☐ Rest. Do something you enjoy, away from screens if you can.
- ☐ Read **How to take minutes** in the Meeting Kit (20 minutes). Next week is meetings week.
- ☐ Look at the worked example in the Meeting Kit, so you know what good minutes look like.
- ☐ Lay out Monday's outfit and pack your bag.

CALM MOMENT

If Sunday evening brings worry about Monday, write the worry down with one small action next to it, then close the notebook. The worry has a plan now.

TODAY'S AFFIRMATION

I'm halfway. I know more today than I did two weeks ago.

THIS WEEK I LEARNED

NEXT WEEK I WANT TO UNDERSTAND

Your job: meetings

The task new assistants worry about most, made simple.

By the end of this week you will have

- ☐ A map of the meetings you support
- ☐ Your first agenda
- ☐ Your first minutes
- ☐ An action tracker running
- ☐ Feedback from your boss

CALM MOMENT

You do not need to do this week perfectly. You need to do each day's page. Small steps, every day, add up faster than you think.

MY NOTES AND QUESTIONS FOR THIS WEEK

The meeting map

Find out which meetings you support, and what each one needs.

Open today:

THE MEETING KIT

MY DESK MANUAL

DO TODAY

- ☐ List every recurring meeting in your Desk Manual: name, how often, chair, attendees, and your role (room, agenda, minutes).
- ☐ Find previous agendas and minutes to learn the house style.
- ☐ Ask your boss which meetings you will take minutes for.
- ☐ Use the **pre-meeting setup checklist** for the next meeting you support.

SAY THIS

Which of these meetings would you like me to support, and would you like minutes for all of them?

FROM 26 YEARS AT THE DESK

Copy the house style. Old minutes are the best guide to what this office expects. Change the format later, once you have earned trust.

CALM MOMENT

Meetings week can feel big. Remember: you only need to do one meeting well at a time.

TODAY'S AFFIRMATION

I'm building a system, one meeting at a time.

One thing I learned today

☐

Done



WEEK 3

The agenda

A good meeting starts with a clear agenda.

Open today: **THE MEETING KIT**

DO TODAY

- ☐ Draft one agenda with the template: purpose, items, owner and time for each.
- ☐ Send it to your boss, or the chair, for approval.
- ☐ Send the final agenda and papers to attendees, ideally two working days before (or the way your office does it).
- ☐ Check the room or video link, and the attendee list.

SAY THIS

Here's a draft agenda for Thursday's meeting. Shall I send it to everyone once you're happy with it?

FROM 26 YEARS AT THE DESK

On meeting days I always arrived five minutes early and sat where I could see and hear the chair. Half of good minutes is a good seat.

CALM MOMENT

Preparing early is the best calm technique there is. Every item you check today is one less thing to worry about tomorrow.

TODAY'S AFFIRMATION

Preparation is my quiet strength.

One thing I learned today

☐ Done

Taking minutes

Minutes are not a transcript. They are a record of decisions and actions.

Open today: **THE MEETING KIT**

DO TODAY

- ☐ Read **What to write, what to skip** before the meeting.
- ☐ Arrive five minutes early. Sit where you can see and hear the chair.
- ☐ Capture: who attended, decisions, and actions (who, what, by when). Skip side conversations and word-for-word speech.
- ☐ Mark anything unclear with a "?" and check it with the chair afterwards.
- ☐ Type your draft the same day, while it is fresh.

SAY THIS

Could I check two points with you, to make sure the minutes are accurate?

WHY IT WORKS

Minute-taking courses charge hundreds of dollars to teach one core idea: record what was *decided* and who will *act*, not everything that was *said*.

CALM MOMENT

If you miss something during the meeting, keep going and mark it with a "?". Missing a line is normal. You will check it afterwards.

TODAY'S AFFIRMATION

I capture what matters, not every word.

One thing I learned today

☐

Done



WEEK 3

Actions and follow-up

Turn the meeting into results.

Open today: **THE MEETING KIT**

DO TODAY

- ☐ Send the draft minutes to the chair for approval (email in the Meeting Kit).
- ☐ Once approved, send the final minutes to attendees.
- ☐ Copy every action into your action tracker, with owner and deadline.
- ☐ Set reminders a few days before each deadline.

SAY THIS

Please find attached the draft minutes of [meeting] for your review. Once you approve them, I'll send them to all attendees.

FROM 26 YEARS AT THE DESK

If an action has no owner and no deadline, it is only a wish. I always asked, kindly: *"Who will take that, and by when?"*

CALM MOMENT

Sending your first minutes can feel exposing. That is normal. The chair's approval step exists exactly to catch small mistakes.

TODAY'S AFFIRMATION

I make sure good decisions turn into real actions.

One thing I learned today



Done



WEEK 3

Feedback Friday

Ask for feedback early, while it is easy to adjust.

Open today: CONVERSATIONS YOU WILL NEED

DO TODAY

- ☐ Ask your boss for 10 minutes of feedback on the minutes, the daily brief and the calendar.
- ☐ Write the answers down exactly. Thank them. Do not defend.
- ☐ Make one change straight away, and tell them you have done it.
- ☐ Send your third Friday update.

SAY THIS

I'd value your honest feedback on three things so far: the daily brief, the calendar and the minutes. What should I keep, and what should I change?

FROM 26 YEARS AT THE DESK

The fastest way I found to earn trust was to ask for feedback before anyone needed to give it, and then to act on it the same week.

CALM MOMENT

Feedback is information, not a judgment of who you are. Breathe out slowly before you answer anything.

TODAY'S AFFIRMATION

Feedback helps me grow faster. I can hear it calmly.

One thing I learned today



Done



WEEK 3 · WEEKEND

Weekend reset

Rest first. Then 20 minutes to look at how far you have come.

Open today:

MY DESK MANUAL

CONFIDENCE AT WORK

DO TODAY

- ☐ Rest. Spend time with people who make you feel like yourself.
- ☐ Read your Day 0 worries. Notice how many have already been solved.
- ☐ Fill in any gaps in your Desk Manual (20 minutes at most).
- ☐ Lay out Monday's outfit and pack your bag.

CALM MOMENT

Pick one affirmation card from Confidence at Work for next week, and put it somewhere you will see it every morning.

TODAY'S AFFIRMATION

I'm not new anymore. I'm learning fast.

THIS WEEK I LEARNED

NEXT WEEK I WANT TO UNDERSTAND

Your rhythm

Travel, visitors, procedures and allies, then your 30-day review.

By the end of this week you will have

- ☐ Travel and visitor basics
- ☐ Your first written procedures
- ☐ Allies across the office
- ☐ Your 30-day review prepared and done

CALM MOMENT

You do not need to do this week perfectly. You need to do each day's page. Small steps, every day, add up faster than you think.

MY NOTES AND QUESTIONS FOR THIS WEEK

Travel basics

Learn how your boss likes to travel, before the first trip arrives.

Open today:

THE BOSS PROFILE

MY DESK MANUAL

DO TODAY

- ☐ Ask your boss's travel preferences (seat, airline, hotel, timing, documents) and add them to the Boss Profile.
- ☐ Find out how travel is booked here: agency or online tool, approvals, expense rules.
- ☐ Prepare a one-page travel plan for the next trip: flights, transport, hotel, meetings, contacts.
- ☐ If relevant, note passport and visa expiry dates in a private, secure place.

SAY THIS

Before your next trip, could I note your travel preferences, so I book everything the way you like it?

FROM 26 YEARS AT THE DESK

In 26 years, most travel problems I saw started before anyone reached the airport: a wrong date, a missing document, a meeting in the wrong time zone. Ask first, book second.

CALM MOMENT

Travel planning has many details. Use a checklist, and let the checklist hold the details so your head doesn't have to.

TODAY'S AFFIRMATION

I think ahead, so my boss doesn't have to.

One thing I learned today

☐

Done

Hosting a visitor

Every visitor should feel expected.

Open today:

WHO'S WHO MAP

MY DESK MANUAL

THE MEETING KIT

DO TODAY

- ☐ Learn the visitor routine: reception, badges, parking, meeting rooms, refreshments.
- ☐ For the next visitor: name at reception, room booked, refreshments ready, materials printed.
- ☐ Greet visitors by name, offer water or coffee, and let your boss know they have arrived.
- ☐ Write the visitor routine as a procedure in your Desk Manual.

SAY THIS

Good morning, Ms. [Name], welcome. [Boss's name] is expecting you. May I offer you a coffee or some water while I let them know you're here?

FROM 26 YEARS AT THE DESK

I learned to greet every visitor as if they were the most important person of the day. Sometimes they were, and nobody had told me.

CALM MOMENT

Before a visitor arrives, check the room once, then stop checking. Ready is ready.

TODAY'S AFFIRMATION

When I am calm, everyone around me feels welcome.

One thing I learned today

☐

Done

Write your procedures

Turn what you have learned into your own manual.

Open today: **MY DESK MANUAL**

DO TODAY

- ☐ Write three procedures with the template in My Desk Manual, for example: booking a room, processing a request, ordering supplies.
- ☐ Update your recurring tasks list: daily, weekly, monthly.
- ☐ Check your file map. Could someone else find things in your folders?

SAY THIS

Could you check my notes on how we do [task]? I want to be sure I've got it right.

WHY IT WORKS

A desk manual protects you three ways: it is your memory on busy days, proof of the work you do, and your handover file when you are on leave or move on.

CALM MOMENT

Writing a procedure is also a calm technique: what is written down no longer needs to live in your head.

TODAY'S AFFIRMATION

What I learn, I keep. My knowledge has value.

One thing I learned today

☐

Done

DAY

25

WEEK 4

Build your allies

Good relationships make every job easier.

Open today: CONVERSATIONS YOU WILL NEED

DO TODAY

- ☐ Thank three people who helped you this month, by name, with something specific.
- ☐ Have a coffee or a short chat with another assistant.
- ☐ Offer one small help to someone else.
- ☐ Join lunch if you are invited, or invite someone. By now it feels natural.
- ☐ Stay neutral: if gossip starts, change the subject kindly.

SAY THIS

Thank you for showing me [task] last week. It really helped.

I'm still too new to have an opinion on that. Can I ask you about [work topic] instead?

FROM 26 YEARS AT THE DESK

I never joined gossip, not even in my second year. People notice who stays out of it, and those are the people they trust with real information.

CALM MOMENT

Kindness to others calms you too. One small helpful act is a good break from your own to-do list.

TODAY'S AFFIRMATION

I build trust quietly, one kind act at a time.

One thing I learned today

☐ Done



WEEK 4

Prepare your review

Prepare for a 30-day conversation with your boss.

Open today: **THE 30-DAY PLAN (REVIEW SHEET)**

DO TODAY

- ☐ Ask your boss for 20 to 30 minutes next week for a 30-day review.
- ☐ Fill in the **30-day review sheet** at the end of this plan.
- ☐ List your wins: systems set up, processes, small improvements.
- ☐ Send your fourth Friday update.

SAY THIS

Could we have 20 minutes next week to look back at my first month and agree priorities for the next two?

FROM 26 YEARS AT THE DESK

Bosses rarely ask for a 30-day review. Assistants who ask for one are remembered as the ones who took the job seriously.

CALM MOMENT

Looking at your list of wins is not boasting. It is information your boss needs, and evidence you need to see too.

TODAY'S AFFIRMATION

I can see how far I have come.

One thing I learned today

☐

Done



WEEK 4 · WEEKEND

Weekend reset

Rest first. Then 20 minutes to finish your review sheet.

Open today:

THE 30-DAY PLAN (REVIEW SHEET)

CONFIDENCE AT WORK

DO TODAY

- ☐ Rest properly. You have earned it.
- ☐ Finish your 30-day review sheet.
- ☐ Choose the three priorities you would like to suggest for the next 60 days.
- ☐ Lay out Monday's outfit and pack your bag.

CALM MOMENT

Do the Values exercise again. Compare it with the one from your first weekend.

TODAY'S AFFIRMATION

I am ready for the next step.

THIS WEEK I LEARNED

NEXT WEEK I WANT TO UNDERSTAND

Your 30-day review

Look back together, and agree the next 60 days.

Open today:

THE 30-DAY PLAN (REVIEW SHEET)

CONVERSATIONS YOU WILL NEED

DO TODAY

- ☐ Walk your boss through what you have set up: calendar rules, daily brief, meetings, desk manual.
- ☐ Ask what to keep, change or start, and what success looks like in 90 days.
- ☐ Agree three priorities for the next 60 days and write them down.
- ☐ Send a short summary email the same day.

SAY THIS

Here's what I've set up this month. What would you like me to keep, change or start doing over the next two months?

FROM 26 YEARS AT THE DESK

Write down the three priorities in your boss's words, and read them back before you leave the room. That way you both remember the same conversation.

CALM MOMENT

One minute of box breathing before the meeting: in for 4, hold for 4, out for 4, hold for 4.

TODAY'S AFFIRMATION

I have earned this conversation, and I am ready for it.

One thing I learned today

☐

Done



WEEK 4

You did it

Celebrate, save your work, and plan ahead.

Open today: **CONFIDENCE AT WORK**

DO TODAY

- ☐ Read your Day 0 worries. Notice how many never happened.
- ☐ Save your Desk Manual and Who's Who Map somewhere safe, with a backup.
- ☐ Write your 60-day plan with your three agreed priorities.
- ☐ Keep the daily brief and the Friday update going. They are your rhythm now.
- ☐ Celebrate, in whatever way you enjoy.

SAY THIS

To yourself, out loud: "I did it."

FROM 26 YEARS AT THE DESK

Thirty days ago you did not know where the printer was. Today people ask *you* where things are. That is what a good first month looks like.

TODAY'S AFFIRMATION

I'm no longer new. I'm the person who knows.

One thing I learned today

☐ Done

Your 30-day review sheet

Fill it in before your review meeting, and bring it with you.

WHAT I HAVE SET UP THIS MONTH

WHAT IS WORKING WELL

WHAT I STILL NEED: ACCESS, INFORMATION, TRAINING

MY QUESTIONS FOR MY BOSS

THREE PRIORITIES I WOULD SUGGEST FOR THE NEXT 60 DAYS

- 1
- 2
- 3

My 60-day plan

Write the priorities in your boss's words.

PRIORITY	WHAT DONE LOOKS LIKE	BY WHEN

HABITS I WILL KEEP

- ☐ Daily brief every morning
- ☐ Friday update every week
- ☐ Desk Manual updated every Friday
- ☐ Follow-up tracker checked every day
- ☐ One kind act for a colleague every week

A NOTE TO MYSELF ON DAY 30

FOR THE NEXT 60 DAYS

I started as the new person. I am now the person who knows how things work here.