

# Monthly Office Calendar Study Guide

Instructions: Print a copy of “QoL-046 Monthly Office Calendar” and follow along below as the Monthly Office Calendar is completed for a sample month.

The Monthly Office Calendar is a tool to aid each office’s monthly planning. It provides structure and accountability to the Servant Leaders, Mentors, and Organizational Navigators. This structure is based on the following routine (for QoCL):

- \* **Mondays** are for Office Community-Centered Celebrations.
- \* **Tuesdays** and **Thursdays** are for mentoring in the homes.
- \* **Wednesday** mornings are for working on reports and assessments. Wednesday afternoons are for meeting with IDT members.
- \* **Fridays** are left open.

This routine is ideal, of course. We also have to fit in Pay Days, Teaching, and anything else that comes up during the course of a normal month.

Each office must use this Monthly Office Calendar to plan for the month ahead, and each Mentor should customize it to his/her own schedule.

Follow the example below to learn how to fill out the Monthly Office Calendar.

## Step 1.

- \* Mark the Pay Day dates, including the day following the Pay Day.
- \* Schedule the teaching for the month. Choose a week without a Pay Day, such as the second week. Mark three days for the Practicum (PR), two days for Office Teaching (OT), one day for CPR/First Aid (CPR), and two days for MANDT (MAN). Indicate who is navigating each day of teaching.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>PAY DAY</b> 1	<b>PAY DAY</b> 2	3	4	5	6
7	Practicum (John) 8	Practicum (John) 9	Practicum (Sally) 10	Teaching (Willy) 11	Teaching (Willy) 12	13
14	15	<b>PAY DAY</b> 16	<b>PAY DAY</b> 17 CPR (John)	MANDT (Sally) 18	MANDT (Sally) 19	20
21	22	23	24	25	26	27
28	29	30				

**Step 2.** Mark any free Mondays as Office CCCs. For those Mondays that are busy with Pay Days or Teaching, choose another day, such as the previous Friday.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>CCC</b>	
	<b>PAY DAY</b> 1	<b>PAY DAY</b> 2	3	4	<b>CCC</b> 5	6
7	Practicum (John) 8	Practicum (John) 9	Practicum (Sally) 10	Teaching (Willy) 11	Teaching (Willy) 12	13
14	<b>CCC</b> 15	<b>PAY DAY</b> 16	<b>PAY DAY</b> 17 CPR (John)	MANDT (Sally) 18	MANDT (Sally) 19	20
21	<b>CCC</b> 22	23	24	25	26	27
28	<b>CCC</b> 29	30				

**Step 3.** Mark any Globe Star CCCs, such as those for SLs, ONs, QoCL, or QoML. Also mark the Monday of Kevin Mooney’s visit.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>CCC</b>	
	<b>PAY DAY</b> 1 QoML CCC	<b>PAY DAY</b> 2	3	4	<b>CCC</b> 5	6
7	Practicum (John) 8	Practicum (John) 9	Practicum (Sally) 10	Teaching (Willy) 11	Teaching (Willy) 12	13
14	<b>CCC</b> 15	<b>PAY DAY</b> 16	<b>PAY DAY</b> 17 CPR (John)	MANDT (Sally) 18	MANDT (Sally) 19	20
21	<b>CCC</b> 22 Kevin Mooney	ON CCC 23	24	25	SL CCC 26	27
28	<b>CCC</b> 29	30				

**Step 4.** Send a copy to the Executive Director by the last Monday of the previous month.

**Step 5.**

- \* Make a Copy for each member of the Office staff.
- \* Each QoCL Mentor should add the following (The sample below is for “John”):
  - ★ Mark available Wednesdays for completing reports/assessments and meeting with IDT members.
  - ★ Mark 8 days (X) for mentoring with the Individuals and Caregivers. (Each day should include about 2 hours each at 3 homes.) Use any available Tuesdays and Thursdays. If more days are needed, use other days, such as any available Fridays. Days teaching in the Practicum count toward these days.
  - ★ Mark the date of the Mentor’s Folder review with ON.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>CCC</b>	
	<b>PAY DAY</b> 1 QoML CCC	<b>PAY DAY</b> 2	Reports IDT meetings 3	<b>X</b> 4	<b>CCC</b> 5	6
7	Practicum (John) <b>X</b> 8	Practicum (John) <b>X</b> 9	Practicum (Sally) Reports IDT meetings 10	Teaching (Willy) <b>X</b> 11	Teaching (Willy) 12	13
14	<b>CCC</b> 15	<b>PAY DAY</b> 16	<b>PAY DAY</b> 17 CPR (John)	MANDT (Sally) <b>X</b> 18	MANDT (Sally) Folder Review 19	20
21	<b>CCC</b> Kevin Mooney 22	ON CCC <b>X</b> 23	Reports IDT meetings 24	<b>X</b> 25	SL CCC 26	27
28	<b>CCC</b> 29	<b>X</b> 30				