<table>
<thead>
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<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</table>
| Activity: Block off 15 minutes on your calendar this week as Learning Time. Find a work related podcast [https://podcasts.google.com/](https://podcasts.google.com/) | Activity: Practice your elevator pitch. Define who you are and what you do best in a 30 second pitch and practice it. | Set A Timer: Take 5 Minutes to arrange your work space to make it more comfortable | Video Break: Updating Your Resume
Find out the best way to showcase the work you do | Activity: Recall and list 3 moments where you felt proud of your work this week |
| Video Break: Presentation Skills Build some confidence in your ability to present to others | Video Break: Take a break | | Video Break: A Model for Planning Professional Development
While originally geared towards supply chain professionals, this model is useful for everyone. | |
| Activity: Block off 15 minutes on your calendar this week as Learning Time. Find a work related podcast [https://podcasts.google.com/](https://podcasts.google.com/) | Activity: Think about the projects or tasks that you’ve done recently. List out what you found exciting or rewarding to do | Take a break | Video Break: Building Resilience After A Difficult Situation
Learn a specific strategy for rebounding after stressful work events | |
| Activity: Block off 15 minutes on your calendar this week as Learning Time. Find a work related podcast [https://podcasts.google.com/](https://podcasts.google.com/) | Set a Timer: Take a 5 Minute Connection Break
Call, message, or email a colleague just to check in | Video Break: Understanding Your Personal Brand
Focus on the presence you are trying to create | Video Break: | Activity: List your biggest take away from this Month-long Challenge |
| Activity: Block off 15 minutes on your calendar this week as Learning Time. Find a work related podcast [https://podcasts.google.com/](https://podcasts.google.com/) | | | | |