**August Calendar Management**

**📌 Project Title:**

**Executive Calendar Management – August 2025 (Tech Startup CEO)**

**🧩 Scenario:**

As a Virtual Assistant to the CEO of a growing tech startup, you're responsible for organizing and managing their **entire August schedule**, ensuring **smooth operations, strategic alignment, and personal balance**.

**🗓️ August 2025 Calendar Plan**

**✅ Weekly Recurring Tasks:**

* **Daily Email & Admin Review** – *Every weekday, 9:00 AM – 9:30 AM*
* **Team Standup Meeting** – *Every Tuesday & Thursday, 10:00 AM – 10:30 AM*
* **Weekly Strategy Sync** – *Every Monday, 11:00 AM – 12:00 PM*
* **Content Planning Block** – *Wednesdays, 2:00 PM – 3:30 PM*
* **Friday Wrap-Up & Planning** – *Fridays, 3:00 PM – 4:00 PM*

**🧠 Key Events & Highlights**

**🗓️ August 1 (Friday)**

* CEO Kickoff Briefing – *10:00 AM – 11:00 AM*  
  *Set goals for the month with operations lead*

**🗓️ August 5 (Tuesday)**

* Client Call – SwiftFinTech – *2:00 PM – 3:00 PM*  
  *Quarterly check-in + KPI review*

**🗓️ August 7 (Thursday)**

* Investor Check-In – *1:30 PM – 2:30 PM*  
  *Revenue update and product pipeline overview*

**🗓️ August 12 (Tuesday)**

* New Hire Onboarding Session – *11:00 AM – 12:00 PM*

**🗓️ August 14 (Thursday)**

* Webinar Hosting – *4:00 PM – 5:30 PM*  
  *"Scaling Startups with Smart Tech"*

**🗓️ August 18 (Monday)**

* Quarterly Budget Planning (Part 1) – *1:00 PM – 3:00 PM*

**🗓️ August 20 (Wednesday)**

* Guest Podcast Interview – *10:00 AM – 11:00 AM*

**🗓️ August 22 (Friday)**

* Board Meeting (Full Day) – *9:00 AM – 4:00 PM*

**🗓️ August 26 (Tuesday)**

* Partner Review Meeting – *3:00 PM – 4:00 PM*

**🗓️ August 28 (Thursday)**

* Townhall (All Staff) – *2:00 PM – 3:30 PM*

**🗓️ August 30 (Saturday)**

* CEO Off-Day Block – *All Day*  
  *(No meetings scheduled – personal time)*