

## KEY TO THE VICE PRESIDENTS ANONYMOUS 2020 CALENDAR

Regular Days		Special Days	
Boss needs you there	Boss criticizes, changes plans and assigns. 2 hrs of productivity--max.	Nat'l Management Nap Day	Federal Holiday renamed for the needs of managers. Do not work.
Incomings	Administrative firefights. Productivity-4 hrs max. Minimize presence in office.	Weekend Strategic Work	Anticipate upcoming workload: work on your day off to get ahead of the game.
All clear at the office	More than 33% of your superiors are not in the office. 10 hrs of productivity.	Weekend Protective Work	Work on your day off to build defenses where you may be attacked.
Saturday or Sunday free	Absolutely no office work to be done. You get full time for family, friends, etc.	Weekend Defensive Work	Work on your day off because you are under attack.
Safe vacation	Vacation without interruption, cancellation or official search party.	Nat'l Beleaguered Manager's Day	New nationally recognized work days for executives and managers

The 40 hour work week is history. The average work week now is over 60 hours. In any given week it can be a lot higher. When there's bad news at the office, family and friends don't get to see you. Stop this injustice: **PLAN AHEAD--BOOK YOUR YEAR IN ADVANCE!** You can spend much more time with your loved ones AND be much more productive at the same time.

### This is one example of how to do it:

**Objective:** Maximize personal time and productivity

**Method:** Minimize presence during the **administrative firefights**. Maximize presence in the off hours, quiet days, and **slow times of the year**.

**Key factors:** Senior management vacation schedules: Friday after Thanksgiving, all three day weekends, January, February, Spring Vacation, July and August. Fridays are always productive work days, as well as many Mondays.

End of quarter: 3/31; 6/30; 9/30 and especially 12/31. Yes, you have to be there on 12/31, but try to avoid at least one or two of the others.

Annual budget process: This starts after Labor Day and wipes out September. It keeps coming back for pitched battles during the remaining months of the year.

Mid-week: The most intense hostilities occur on Tuesdays, Wednesdays, and Thursdays. 50% productivity at best. Spend as much time as possible outside of the office--minimum 100% productivity.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>JANUARY</b>						
			1	2	3	4
			Nat'l Management Nap Day	All clear at the office	All clear at the office	Strategic Weekend Work
5	6	7	8	9	10	11
Strategic Weekend Work	All clear at the office	Boss needs you there	Incomings	Incomings	All clear at the office	Safe vacation
12	13	14	15	16	17	18
Safe vacation	Safe vacation	Safe vacation	Safe vacation	Safe vacation	Safe vacation	Safe vacation
19	20	21	22	23	24	25
Safe vacation	MLK 3 Day Weekend	Take Tuesday off also	Incomings	Incomings	All clear at the office	Saturday free
26	27	28	29	30	31	
Sunday free	All clear at the office	Boss needs you there	Incomings	Incomings	All clear at the office	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>FEBRUARY</b>						
						1
						Saturday free
2	3	4	5	6	7	8
Sunday free	Boss needs you there	Incomings	Incomings	Incomings	All clear at the office	Saturday free
9	10	11	12	13	14	15
Sunday free	Post Super Bowl All Clear	Boss needs you there	Incomings	All clear at the office	All clear at the office	Saturday free
16	17	18	19	20	21	22
Sunday free	Presidents 3 Day Weekend	All clear at the office	Incomings	Incomings	All clear at the office	Saturday free
23	24	25	26	27	28	29
Sunday free	All clear at the office	Boss needs you there	Incomings	Incomings	All clear at the office	Saturday free

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>MARCH</b>						
1	2	3	4	5	6	7
Sunday free	All clear at the office	Boss needs you there	Incomings	Incomings	All clear at the office	Saturday free
8	9	10	11	12	13	14
Sunday free	Spring Break: All clear	Spring Break: All clear	Spring Break: All clear	Spring Break: All clear	Spring Break: All clear	Saturday free
15	16	17	18	19	20	21
Sunday free	March Madness: All clear	March Madness: All clear	March Madness: All clear	March Madness: All clear	March Madness: All clear	Saturday free
22	23	24	25	26	27	28
Sunday free	All clear at the office	Boss needs you there	Incomings	Incomings	Incomings	Strategic Weekend Work
29	30	31				
Strategic Weekend Work	Boss needs you there	Boss needs you there				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>APRIL</b>						
			1	2	3	4
			Incomings	Incomings	All clear at the office	Saturday free
5	6	7	8	9	10	11
Sunday free	Boss needs you there	Incomings	Incomings	Incomings	All clear at the office	Saturday free
12	13	14	15	16	17	18
Sunday free	Boss needs you there	Incomings	Incomings	Incomings	All clear at the office	Saturday free
19	20	21	22	23	24	25
Sunday free	Boss needs you there	Incomings	Incomings	Incomings	All clear at the office	Saturday free
26	27	28	29	30		
Sunday free	Boss needs you there	Incomings	Incomings	Incomings		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>MAY</b>						
					1	2
					All clear at the office	Saturday free
3	4	5	6	7	8	9
Sunday free	Boss needs you there	Incomings	Incomings	Incomings	All clear at the office	Saturday free
10	11	12	13	14	15	16
Sunday free	Boss needs you there	Incomings	Incomings	Incomings	All clear at the office	Saturday free
17	18	19	20	21	22	23
Sunday free	Boss needs you there	Incomings	Incomings	Incomings	All clear at the office	Strategic Weekend Work
24	25	26	27	28	29	30
Memorial Day 3 Day Wknd	Strategic Weekend Work	All clear at the office	All clear at the office	All clear at the office	All clear at the office	Saturday free
31						
Sunday free						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>JUNE</b>						
	1	2	3	4	5	6
Sunday free	Boss needs you there	Incomings	Incomings	Incomings	All clear at the office	Saturday free
7	8	9	10	11	12	13
Sunday free	Boss needs you there	Incomings	Incomings	Incomings	All clear at the office	Saturday free
14	15	16	17	18	19	20
Sunday free	Boss needs you there	Incomings	Incomings	Incomings	Incomings	Safe vacation
21	22	23	24	25	26	27
Safe vacation	Safe vacation	Safe vacation	Safe vacation	Safe vacation	Safe vacation	Safe vacation
28	29	30				
Safe vacation	Safe vacation	Safe vacation				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>JULY</b>						
			1	2	3	4
			All clear at the office	All clear at the office	July 4th celebrated at work	Strategic Weekend Work
5	6	7	8	9	10	11
Strategic Weekend Work	All clear at the office	Boss needs you there	Incomings	Incomings	Incomings	Saturday free
12	13	14	15	16	17	18
Sunday free	All clear at the office	All clear at the office	All clear at the office	All clear at the office	All clear at the office	Saturday free
19	20	21	22	23	24	25
Sunday free	All clear at the office	All clear at the office	All clear at the office	All clear at the office	All clear at the office	Saturday free
26	27	28	29	30	31	
Sunday free	All clear at the office	All clear at the office	All clear at the office	All clear at the office	All clear at the office	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>AUGUST</b>						
						1
						Saturday free
2	3	4	5	6	7	8
Sunday free	All clear at the office	All clear at the office	All clear at the office	All clear at the office	All clear at the office	Saturday free
9	10	11	12	13	14	15
Sunday free	All clear at the office	Boss needs you there	Incomings	Incomings	Incomings	Saturday free
16	17	18	19	20	21	22
Sunday free	All clear at the office	All clear at the office	All clear at the office	All clear at the office	All clear at the office	Saturday free
23	24	25	26	27	28	29
Sunday free	All clear at the office	All clear at the office	All clear at the office	All clear at the office	All clear at the office	Saturday free
30	31					
Sunday free	Nat'l Management Sanity Week					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>SEPTEMBER</b>						
		1	2	3	4	5
		<b>National Management Sanity Week: last days before next year's budget process begins.</b>				Saturday free
6	7	8	9	10	11	12
Sunday free	<b>LABOR 3 DAY Weekend</b>	Incomings	Incomings	Incomings	Boss needs you there	Saturday free
13	14	15	16	17	18	19
Sunday free	Boss needs you there	Incomings	Boss needs you there	Incomings	Boss needs you there	Saturday free
20	21	22	23	24	25	26
Sunday free	Boss needs you there	Boss needs you there	Incomings	Boss needs you there	Boss needs you there	Protective Weekend Work
27	28	29	30			
Protective Weekend Work	Boss needs you there	Boss needs you there	Boss needs you there			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>OCTOBER</b>						
				1	2	3
				Boss needs you there	Boss needs you there	Saturday free
4	5	6	7	8	9	10
Sunday free	Incomings	Incomings	Incomings	Incomings	All clear at the office	Protective Weekend Work
11	12	13	14	15	16	17
Protective Weekend Work	<b>Columbus 3 Day Weekend</b>	Boss needs you there	Incomings	Incomings	All clear at the office	Safe vacation
18	19	20	21	22	23	24
Safe vacation	Safe vacation	Safe vacation	Safe vacation	Safe vacation	Safe vacation	Safe vacation
25	26	27	28	29	30	31
Safe vacation	Boss needs you there	Incomings	Incomings	Incomings	All clear at the office	Saturday free

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>NOVEMBER</b>						
1	2	3	4	5	6	7
Sunday free	All clear at the office	Boss needs you there	Incomings	Incomings	Incomings	Saturday free
8	9	10	11	12	13	14
Sunday free	Safe vacation	Safe vacation	Veterans Day	Incomings	Incomings	Saturday free
15	16	17	18	19	20	21
Sunday free	All clear at the office	Boss needs you there	Incomings	Incomings	Incomings	Saturday free
22	23	24	25	26	27	28
Sunday free	All clear at the office	All clear at the office	All clear at the office	National Life Balance Day	Nat'l Beleaguered Manager's Day	Defensive Weekend Work
29	30					
Defensive Weekend Work	All clear at the office					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>DECEMBER</b>						
		1	2	3	4	5
				Boss needs you there	Incomings	Saturday free
6	7	8	9	10	11	12
Sunday free	Boss needs you there	Incomings	Incomings	Boss needs you there	Incomings	Saturday free
13	14	15	16	17	18	19
Sunday free	Boss needs you there	Incomings	Boss needs you there	Incomings	Boss needs you there	Saturday free
20	21	22	23	24	25	26
Sunday free	All clear at the office	Incomings	Boss needs you there	Boss needs you there	Nat'l Management Family Day	Defensive Weekend Work
27	28	29	30	31		
Defensive Weekend Work	All clear at the office	Boss needs you there	Boss needs you there	National Incomings Day		

**Outcomes**

In the example, our executive gives up 280 hours of weekends and federal holidays in order to get work done. On the other hand, because our executive is in the office for only 50% of each of the 90 Incoming Days, he/she gets back 360 hours of free time. This is done by coming in early or late and leaving early or late, or being out of the office and unassailable at least four hours a day. If our executive wants to work during those hours, that's fine: that improves productivity from 50% to 100% and enables him/her to get back time that's been sacrificed on the weekends and federal holidays. The best part? Our executive minimizes the disruption of his/her Life/Work Balance.