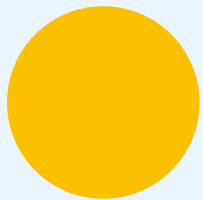


Create Your Own Salesforce Admin Habits Calendar



1

Complete the
[Essential Habits
for Salesforce
Admins Badge.](#)

2

Read pages 3-8
to review all the
admin habits and
how to structure
your week.

3

Build your own
admin habits
calendar!



Admin Habits

Make it a habit!

Personal Success Habits

Monday

Repeat Weekly
**Dedicate Time
for Learning**
Add Trailhead
time to the
calendar to
earn badges

Tuesday

Repeat Weekly
**Review New
Admin Content:**
Bookmark the
Admin
Website to
review new
podcasts,
blogs, and
more

Wednesday

Repeat Monthly
**Attend Local
User Group
Meetings:**
Find online or
in-person
meetings to
attend

Thursday

Repeat Monthly
**Stay Updated
on Releases**
Read the
Release notes
and complete
the Learn
MOAR trailmix

Friday

Repeat Monthly
**Create a
Personal
V2MOM**
Set your goals
and intentions
for the coming
year

Make it a habit!

User Management Calendar

Monday

Repeat Monthly
**Create and
Maintain a
User Guide:**
Continuous
documentation



Tuesday

Repeat Weekly
**Observe Your
Users:**
Increase
adoption



Repeat Weekly
**Review and
Report on
Adoption:**
Highly utilized
software



Wednesday

Thursday

Friday

Repeat Monthly
**Communicate
with
Stakeholders:**
Effective cross-
functional
communication



Make it a habit!

Data Management Calendar

Monday

Repeat Monthly
Have a Backup Plan:
Ensure business continuity



Repeat Weekly
Data Cleansing:
Create a single source of truth



Tuesday

Wednesday

Repeat Weekly
Maintain & Improve Your Org:
Create higher performing pages



Thursday

Repeat Weekly
Maintain & Improve Data Dictionary:
Reduce risk



Friday

Repeat Weekly
Review & Refresh Sandboxes:
Reduce errors in production



Make it a habit!

Security Calendar

Monday

Tuesday

Wednesday

Thursday

Friday

Repeat Weekly
Learn
Continuously:
Reduce risk



Repeat Weekly
Review Access
and Visibility:
Reduce risk



Repeat Weekly
Communicate
Regularly with
IT:
Reduce risk



Make it a habit!

Actionable Analytics Calendar

Monday

Repeat Monthly
**Conduct
Quarterly
Business
Review:**
Align with
business
objectives



Tuesday

Repeat Quarterly
**Confirm and
Update KPIs:**
Set
transparent,
measurable
goals



Wednesday

Repeat Quarterly
**Review &
Update Key
Reports and
Dashboards:**
Increase Trust
and Adoption



Thursday

Friday

How to Structure Your Week

Monday	Tuesday	Wednesday	Thursday	Friday
Part 1: Solicit Feedback and Observe Users		Part 2: Design and Configure Solutions		Part 3: Communicate and Deploy Changes

Start Building Your Calendar!

Now that you've reviewed the habits and learned how to structure your week effectively, it's time to start building your own habits calendar.

Tips for success:

- Copy and paste the habits directly from this document into your calendar to get yourself started.
- Add meaningful descriptions and resources that can help you with completing habits.
- Don't forget to include habit frequency! You can create recurring events right in your calendar.

Remember: we recommend using this as a template. You can and should modify the calendar structure to meet your own needs.



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