



# The Virtual Admin

[Virtualrealityhelp@gmail.com](mailto:Virtualrealityhelp@gmail.com)

[www.thevirtualadmin.weebly.com](http://www.thevirtualadmin.weebly.com)

# Welcome

Welcome to The Virtual Admin 2020 success guide! I am so glad you have decided to download this guide to successfully set up your upcoming year! In this guide, you will find the tools you need to set goals and put them into action! Do not hesitate to reach out with questions you may have on how to have a successful year!

You can reach out to us at:

[www.thevirtualadmin.weebly.com](http://www.thevirtualadmin.weebly.com)

[Virtualrealityhelp@gmail.com](mailto:Virtualrealityhelp@gmail.com)

# 2020 Goals:

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# January 2020

## Goals:

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## Social Media Post:

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## To-Do:

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## Notes:

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# February 2020

## Goals:

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## Social Media Post:

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## To-Do:

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## Notes:

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# March 2020

## Goals:

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## Social Media Post:

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## To-Do:

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## Notes:

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# April 2020

## Goals:

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## Social Media Post:

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## To-Do:

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## Notes:

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# May 2020

## Goals:

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## Social Media Post:

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## To-Do:

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## Notes:

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# June 2020

## Goals:

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## Social Media Post:

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## To-Do:

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## Notes:

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# July 2020

## Goals:

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## Social Media Post:

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## To-Do:

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## Notes:

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# August 2020

## Goals:

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## Social Media Post:

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## To-Do:

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## Notes:

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# September 2020

## Goals:

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## Social Media Post:

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## To-Do:

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## Notes:

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# October 2020

## Goals:

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## Social Media Post:

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## To-Do:

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## Notes:

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# November 2020

## Goals:

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## Social Media Post:

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## To-Do:

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## Notes:

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# December 2020

## Goals:

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## Social Media Post:

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## To-Do:

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## Notes:

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# Client List:


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# Expense Tracking:

Date:                      Item:                      Vendor:                      Total:

Date:	Item:	Vendor:	Total:

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# Weekly Social Media Post

Post:

Platform:

Sunday:		
Monday:		
Tuesday:		
Wednesday:		
Thursday:		
Friday:		
Saturday:		
Additional Post:		

