

# PLANNING TIMELINE

How to Plan for National Retirement Security Week



National Retirement Security Week is **October 20-26, 2019**. Enacted by Congress, the event is designed to highlight the importance of saving for retirement and encourage employees to participate in their employer-sponsored retirement plans.

We've developed a variety of tools, resources and tips to make it easy to conduct your organization's National Retirement Security Week campaign. Templates or other tools are available at: [www.randall-hurley.com/save-for-retirement](http://www.randall-hurley.com/save-for-retirement)

## OCTOBER

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| <p><b>1 TUE</b><br/><b>DEVELOP</b> a communication campaign for National Retirement Security Week.</p>  | <p><b>2 WED</b><br/><b>DECIDE</b> on workplace events for National Retirement Security Week.</p>                          | <p><b>4 FRI</b><br/><b>HAND OUT</b> our flyer with instructions for NRSW raffle entry!<br/><b>NOMINATE</b> a Super Saver employee for a chance to win a great prize!</p> | <p><b>11 FRI</b><br/><b>SEND</b> your employees an email reminder about National Retirement Security Week and our raffle.</p> | <p><b>18 FRI</b><br/><b>POST</b> a flyer or share out retirement readiness infographic reminding employees about National Retirement Security Week.</p> |
| <p><b>21 MON</b><br/><b>KICKOFF</b> the week with a workplace activity. Plant the seeds!</p>  | <p><b>22 TUE</b><br/><b>PROVIDE</b> a needs assessment handout so employees can determine their retirement readiness.</p> | <p><b>23 WED</b><br/><b>DISTRIBUTE</b> our Savvy Saver handout at lunchtime.</p>   | <p><b>24 TH</b><br/><b>CONDUCT</b> a workplace activity to keep the momentum going. Visit our site for more ideas.</p>        | <p><b>25 FRI</b><br/><b>HOST</b> an informational meeting about your plan. Use our template for guidance.</p>   |
| <p><b>29 TUE</b><br/><b>EVALUATE</b> the results of your National Retirement Security Week efforts.<br/><br/>How can we help you improve your experience?</p> |   |  |   |   |