

# The Empowered Adviser Guide

As an FBLA adviser, you're part mentor, part event planner, part career coach—and sometimes all three in a single afternoon. This guide is designed to help you stay organized, care for yourself, and focus on the leadership impact you're making every day. Whether you're gearing up for competitive events, managing chapter meetings, or supporting students' career journeys, these time-saving strategies and self-care tools have your back.



## Streamline Your Chapter: Time-Saving Hacks

### Quick Event Prep Tools:

- Use rubrics from previous years for mock judging
- Create a shared Google Drive to store study guides, competition roleplays, and templates
- Focus your prep: Prioritize 2-3 events per student to avoid burnout.

### Delegation Ideas:

- Appoint student leaders: Meeting Facilitator, Event Coordinator, Fundraising Lead, etc.
- Launch a “Shadow Adviser” mentorship with experienced FBLA members.

### Automate the Admin:

- Use templated emails for event reminders or parent communications.
- Set up recurring to-dos or meeting agendas in a shared calendar or drive.



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### Recharge Without Guilt: Adviser Self-Care

What tasks drain your energy but aren't essential? Can a student or volunteer take them on?

#### Micro-Moments of Reset

- Keep peppermint oil or stress-relief balm in your desk
- Practice the 3-2-1 grounding technique between classes: 3 things you see, 2 you hear, 1 you feel

#### Say No with Grace

"That's a great idea — let's revisit it next semester when we have more capacity."



### Reflect & Reconnect: Adviser Wins Worksheet

Celebrate the moments that matter most. Use the worksheet on the following page to help you reflect on your wins—big or small!



# Adviser Wins Tracker

Use this worksheet at the end of each month or term to stay connected to your “why.”

A moment that made a difference this week ...

A student I’m proud of ...

One thing I’ve learned or tried ...

Adviser high-five moment...

