

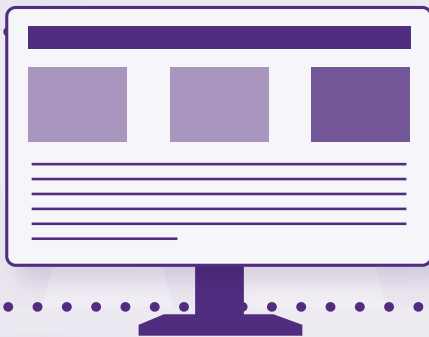
10 WAYS TO MAKE MINUTES COUNT

YOU HAVE TEN EXTRA MINUTES

IT'S *NOT ENOUGH TIME* TO TACKLE A *BIG* PROJECT, BUT YOU DON'T WANT TO WASTE IT EITHER. HERE ARE TEN THINGS YOU CAN DO TO MAKE THOSE FEW SPARE MINUTES MATTER.

1

WRITE A THANK YOU NOTE TO A DONOR, VOLUNTEER, OR BOARD MEMBER.



GET ON YOUR ORGANIZATION'S WEBSITE AND LEARN SOMETHING NEW ABOUT AN AREA YOU REPRESENT.

2

3

CALL OR EMAIL A POTENTIAL DONOR TO SCHEDULE A MEETING.



Search...

RESEARCH A FUNDRAISING TOPIC YOU WANT TO KNOW MORE ABOUT.

4

5

LOG ON TO *myAR* AND TAKE A 10-MINUTE TUNE-UP MODULE.



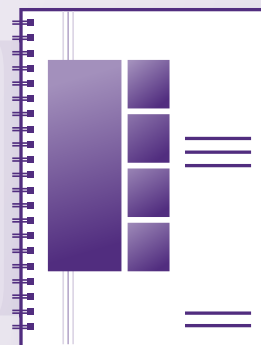
CALL A DONOR TO ACKNOWLEDGE A SPECIAL EVENT.

(birthday, promotion, birth of a grandchild, etc.)

6

7

REVIEW YOUR NOTES FROM THE LAST CONFERENCE OR WORKSHOP YOU ATTENDED.



9

UPDATE YOUR TASK LIST—CHECK OFF WHAT YOU'VE COMPLETED AND ADD A FEW NEW ITEMS.



10

WRITE DOWN 10 THINGS IN YOUR LIFE FOR WHICH YOU ARE GRATEFUL AND POST THEM WHERE YOU CAN SEE THEM EVERY DAY.

