

I Just Don't Have Time: Prioritize Your Way to Productivity

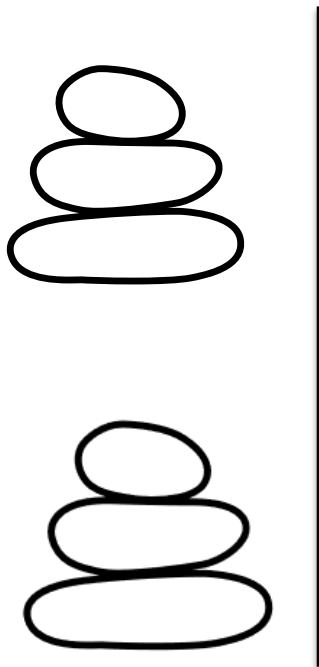
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My To-Do List	

My I Wish To-Do List	

Be Intentional What are Your Big Rocks?



	Urgent	Not Urgent
Important		
Not Important		

Adapted from 7 Habits of Highly Effective People by Stephen Covey

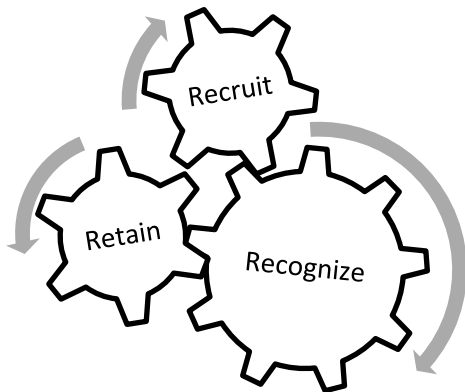
Be Proactive

Time & Technology	Time & Volunteers	Time & Self-Care

Replicate Yourself with Volunteers

What Can Volunteers Do, Anyway?	Preparation is Key

The 3 R's: A Volunteer Management Philosophy



- Recruit
- Retain
- Recognize

- Circle one thing on your (Top Right) Covey Cube. Set aside time to do that this week!
- Set a goal for something you want to do for yourself. What will it take to make that happen?
- Pick one project you are willing to give to a volunteer. Create a plan to put that in motion.

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