Time Management

From volunteering and event planning to funding and budgeting, nonprofits require a great deal of work to keep running efficiently. Nonprofits are also often underfunded and understaffed, making this job even harder. Having good time management skills can help nonprofit workers utilize their limited time effectively to tackle the tasks on their endless to-do lists. Click the link below for some time management tips.

Resource

LifeAt is a great resource for remote workers or anyone who wants to be in a focused work environment. You can create a task list, work virtually with others, track your productivity, and more. Click the link below to learn more, try in your browser, or download the desktop app.
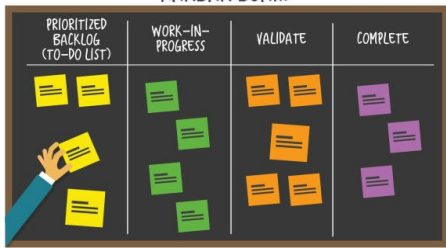
READ: Importance of Time Management

READ: Effective Time Management

LISTEN: Time management during Giving Season

WATCH: 6 rules to simplify

Organization Tip

Find yourself getting overwhelmed by your to do list? Try making a kanban board. This organization system helps you simplify and tackle your to do list by splitting your tasks into four categories: to do, doing, done, and follow-up. Try to keep only three tasks in "to do" and one task in "doing" at one time.

"Try This"

Project management software such as Asana, Monday, Trello, and Slack are a great resource for tracking project progress, communicating with your team, and sticking to schedule so you can meet your project deadline. Additionally, many of these programs are free or offer a nonprofit discount.

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