productive
FUNDRAISING
with Chad Barger, CFRE

THE PRODUCTIVE LEADER

37 Hacks to Amplify Your Personal Productivity

37 hacks that the productive leader can implement to find more time, energy and focus to better serve their passion(s)

hack (n)

a strategy or technique adopted in order to manage one's time and daily activities in a more efficient manner

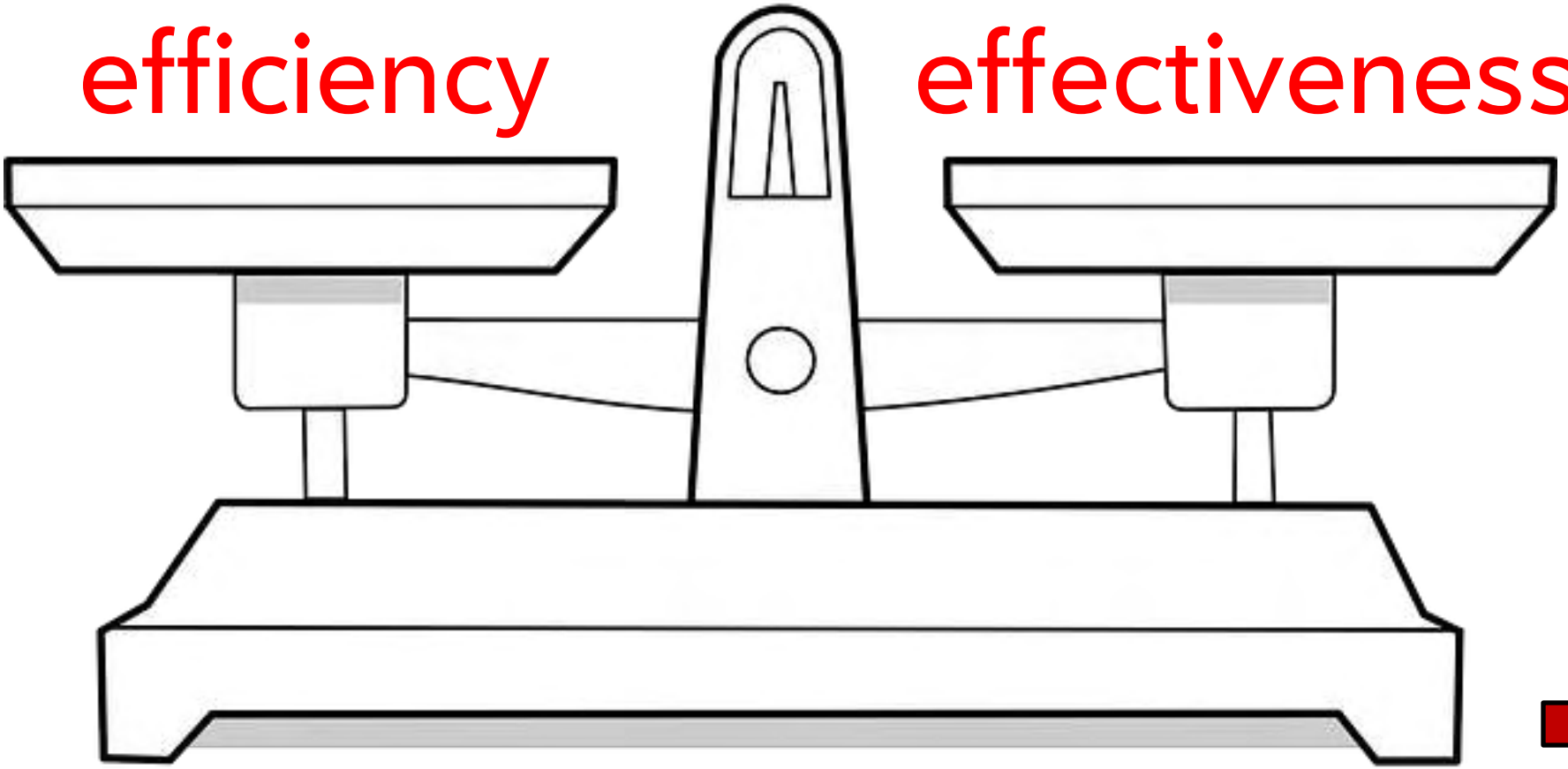
But what do we mean when we use the term PRODUCTIVITY?

how you do it

what you do

efficiency

effectiveness



own your mornings
#1

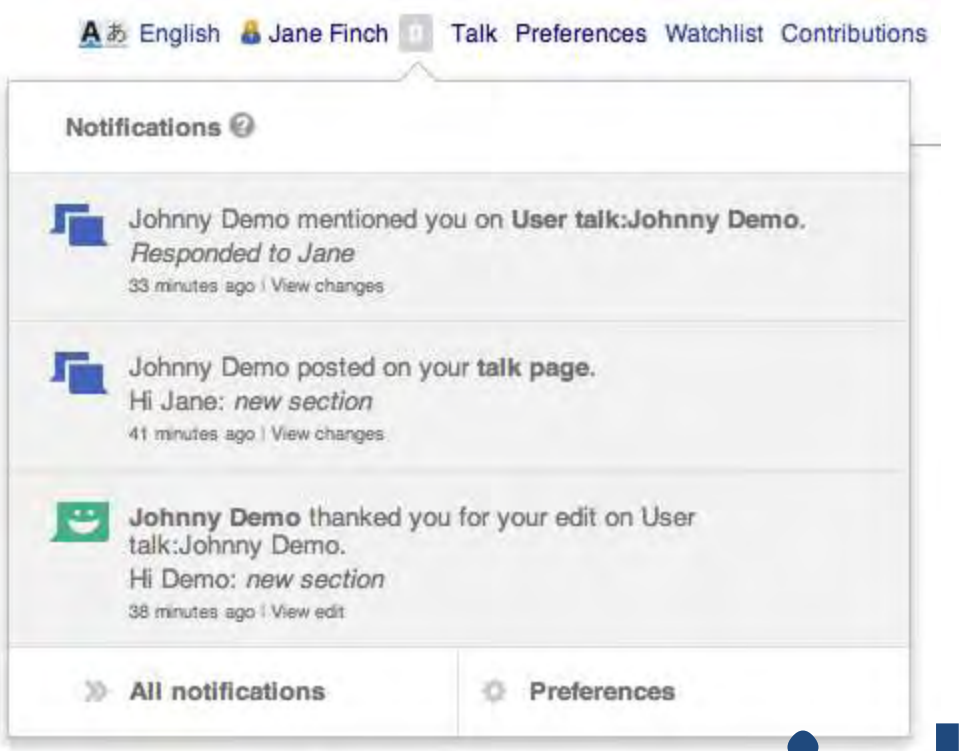
or your evenings
#2

eat the frog #3

or start with a few tadpoles

#4

no multitasking
#5



turn off non-essential notifications

#6

know & plan for your
ow energy time of day
#7

limit meetings #8

limit attendees #9

use the 2 pizza rule

#10

X
no reports @ meetings
#11

I. Call to Order
II. Introductions
III. Consent Agenda
    A. Minutes
    B. Executive Director's Report
    C. Committee Reports (no requiring action)
IV. Financial Report
V. Strategic Discussions
VI. Old Business
VII. New Business
VIII. Adjournment

use a consent agenda #12

Who is going to do what by when?

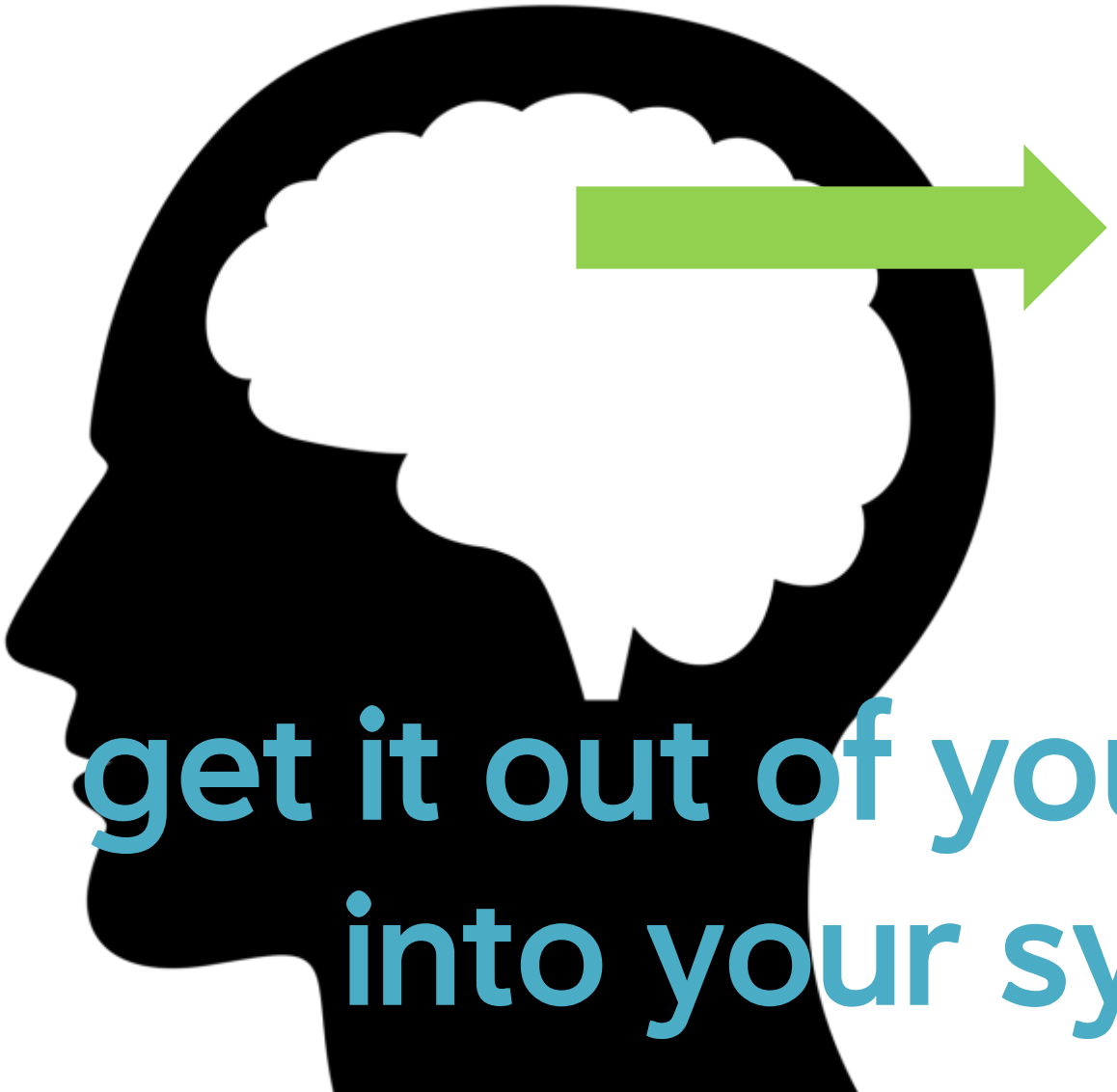
ensure action #13

If it ain't broke, don't fix it.
Learn something new every day #14

read, every day #15

pocket
utilize your waiting time #16

Information
Overload
ctrl
alt



get it out of your head &
into your system #17

“Your mind was meant to be a factory, not a warehouse.”
– Mike Vardy

capture everything #18

capture when on the go

#19

capture in the shower #20

don’t drive unless you
have to #21

maximize hotel
productivity #22

refill it when unpacking #23

Compose
Inbox (179)
Drafts
Sent
Spam (85)
Trash
179 unread emails

send fewer emails #24

minimize the boomerang
effect #25

schedule & triage #26

put triage on autopilot #27

seek harmony, not balance #28

work self

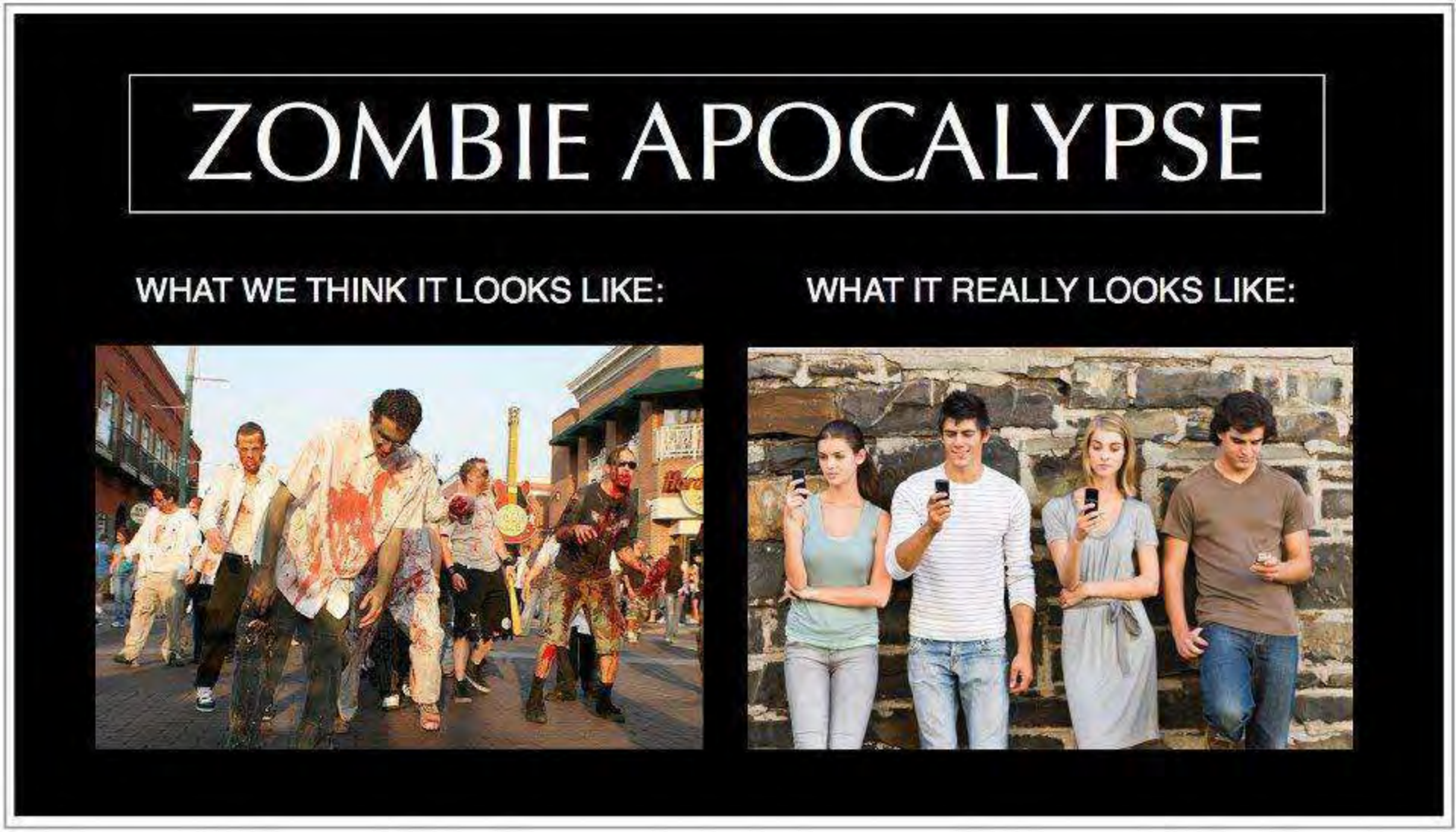
home self

just be yourself #29

plan your dinners #30

never stop
dating #31

2-2-2
use a date
night rule #32



zone out productively #33

#fundraisingnerd

show gratitude #34

sentence 1 = what you saw / what happened
sentence 2 = the impact of what you saw on you or your organization
sentence 3 = what you appreciate about the person's role in what you saw

VANCE -

THANKS AGAIN FOR TAKING THE TIME TO MEET WITH ME THIS WEEK. I'M CONFIDENT THAT BY WORKING TOGETHER WE CAN BOTH INCREASE OUR IMPACT ON THE LOCAL ARTS SCENE. I GREATLY APPRECIATE YOUR DEDICATION TO THE CAUSE!

THANKS AGAIN,

CHAD

keep them with you #35

put them on autopilot #36

give any hack 30 days #37