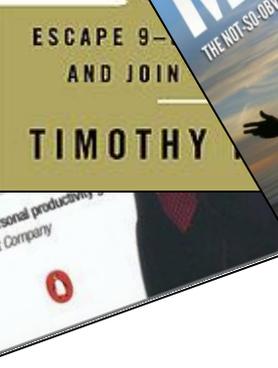
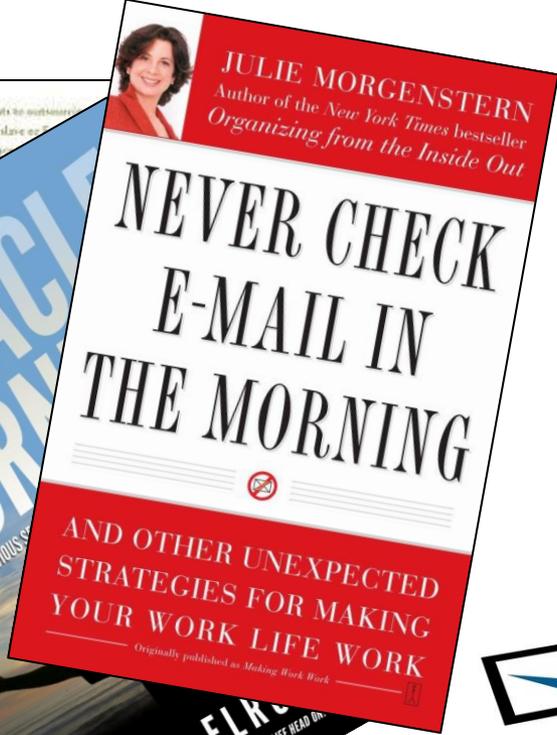
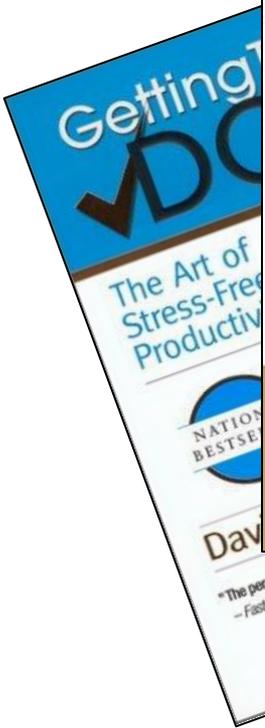




30+ Hacks to Amplify Your Personal Productivity



A confession ...



productive
FUNDRAISING

wake up shower in
do rest of chores
Read
snuggle if unuf time
Play video games
breakfast more video games
get dressed and brush teeth
do ^{no piano} homework
lunch ice scuite with mom
amb Alex choilit world pidmo
dinner go to bed and snuggle
sleep

systems guy

- 1) Focus on the basics
- 2) Build the system
- 3) Put it on autopilot



**BUT
WHY?**

#productivitynerd

**BAND REHEARSAL
AREA
USE CAUTION
WHEN PARKING**











#productivitynerd

Who is this guy?

And why does he think
he knows what he's
talking about?

career fundraiser



CFRE™

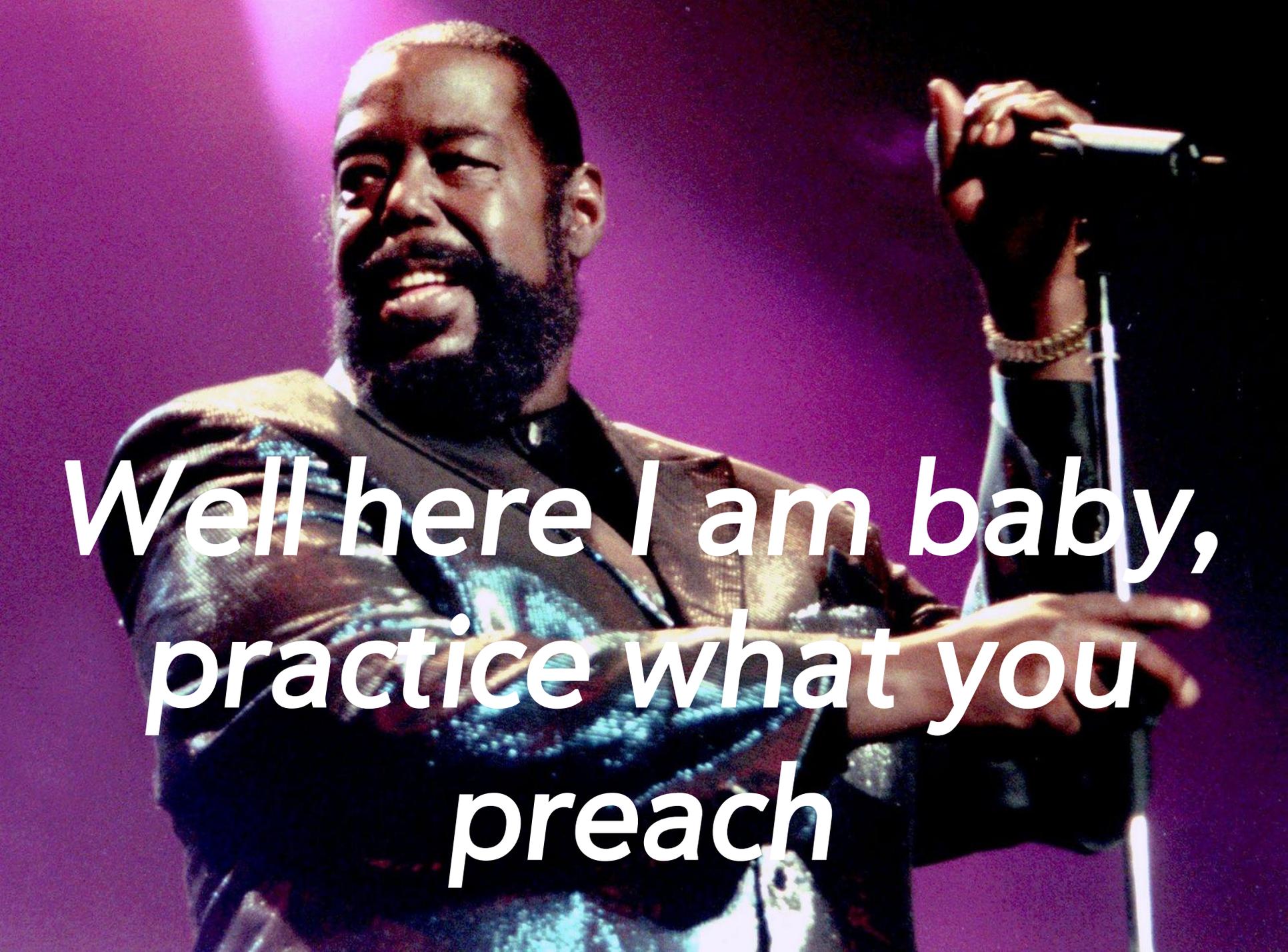


productive
FUNDRAISING
with Chad Barger, CFRE

*providing fundraising strategy,
training & coaching to small nonprofit
organizations*







*Well here I am baby,
practice what you
preach*

SLIDES + RESOURCES

productivefundraising.com/resources



37 hacks that the
productive worker can
implement to find more
time, energy and focus
to better serve their
work & 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?

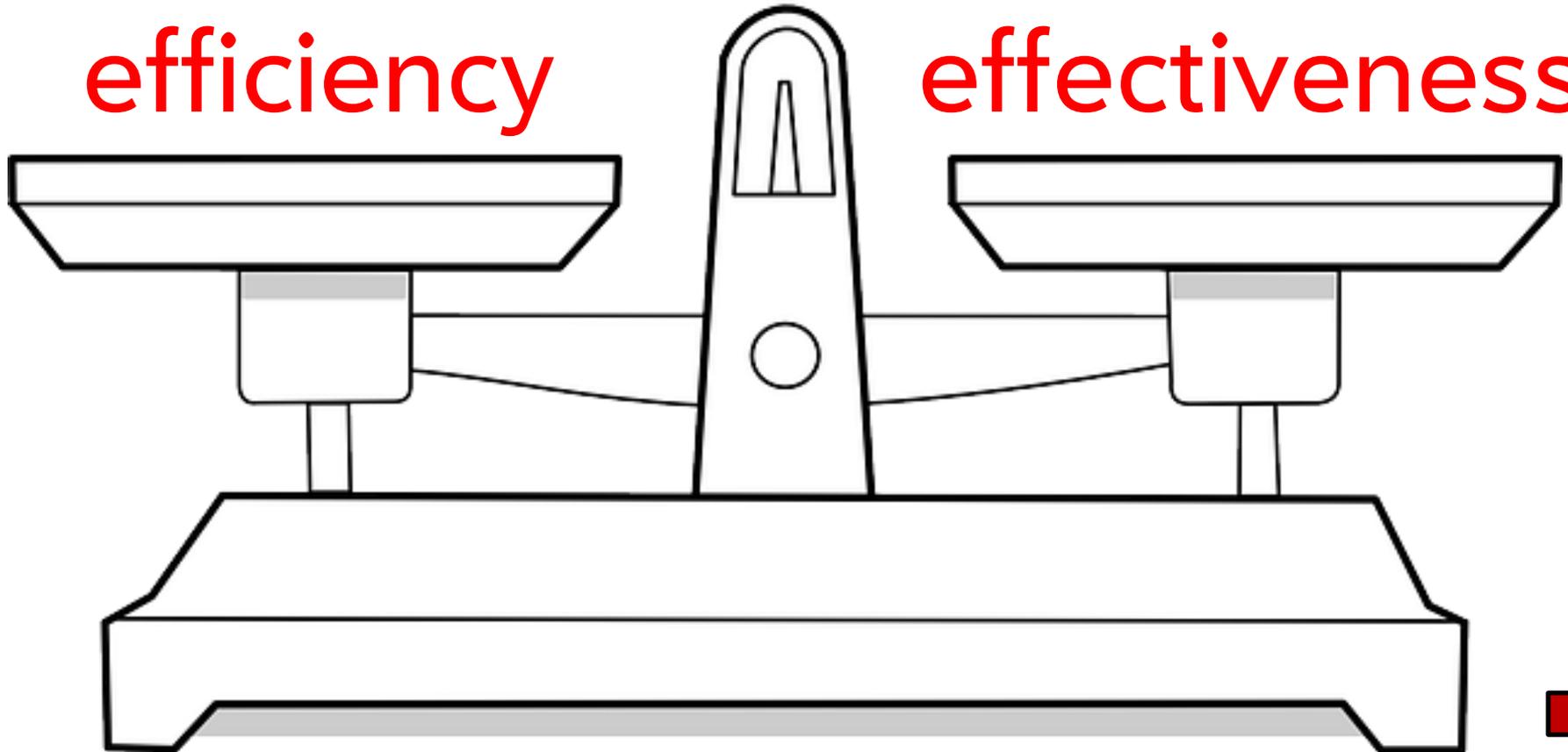
how you do it



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



English Jane Finch 0 Talk Preferences Watchlist Contributions

Notifications ?

-  Johnny Demo mentioned you on **User talk:Johnny Demo**.
Responded to Jane
33 minutes ago | View changes
-  Johnny Demo posted on your **talk page**.
Hi Jane: *new section*
41 minutes ago | View changes
-  **Johnny Demo** thanked you for your edit on User talk:Johnny Demo.
Hi Demo: *new section*
38 minutes ago | View edit

» All notifications ⚙ Preferences

turn off non-essential notifications

#6

A man with dark, wavy hair and a light beard is sitting at a desk in an office. He is wearing a pink and white vertically striped button-down shirt. He has a thoughtful or stressed expression, with his right hand resting on his forehead. In front of him is a computer keyboard and mouse. The background is slightly blurred, showing office equipment like a printer and a green container.

know & plan for your
low energy time of day

#7

TEA Framework

productivefundraising.com/resources



limit meetings #8





the 2 pizza rule #9



no reports @ meetings #10

**Who is going to do
what by when?**

ensure action #11



If it ain't
broke,
don't fix it.

Learn something new
every day #12



read, every day #13

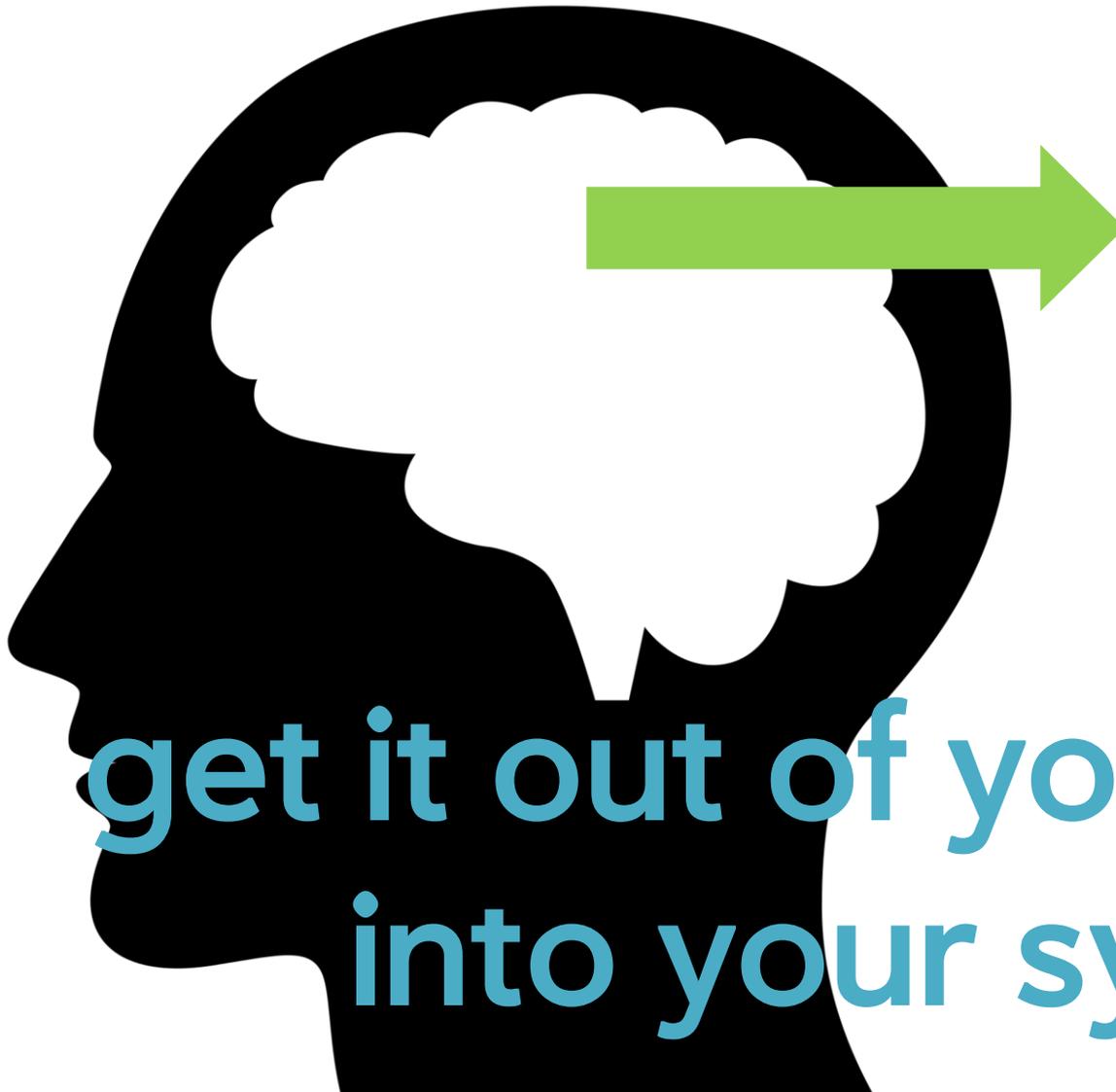


utilize your waiting
time #14

A close-up photograph of a person's hand pressing a blue keyboard key. The key is rectangular and features the text "Information Overload" in white, bold, sans-serif font. The key is positioned among other white keyboard keys, including a backspace key with a curved arrow, a key with a tilde (~) and an underline, a key with a comma and a brace, a key with a hyphen and a brace, a key with a vertical bar and a hyphen, an alt key, and a ctrl key. The background is a dark grey keyboard surface.

**Information
Overload**

TO DO LIST



get it out of your head &
into your system #15

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

- Mike Vardy

Your Personal Productivity Style



PERSONAL

PRODUCTIVITY

CARSON TATE

work
simply

productivfundraising.com/resources

EMBRACING THE POWER OF YOUR
PERSONAL PRODUCTIVITY STYLE

PRIORITIZER

PLANNER

ARRANGER

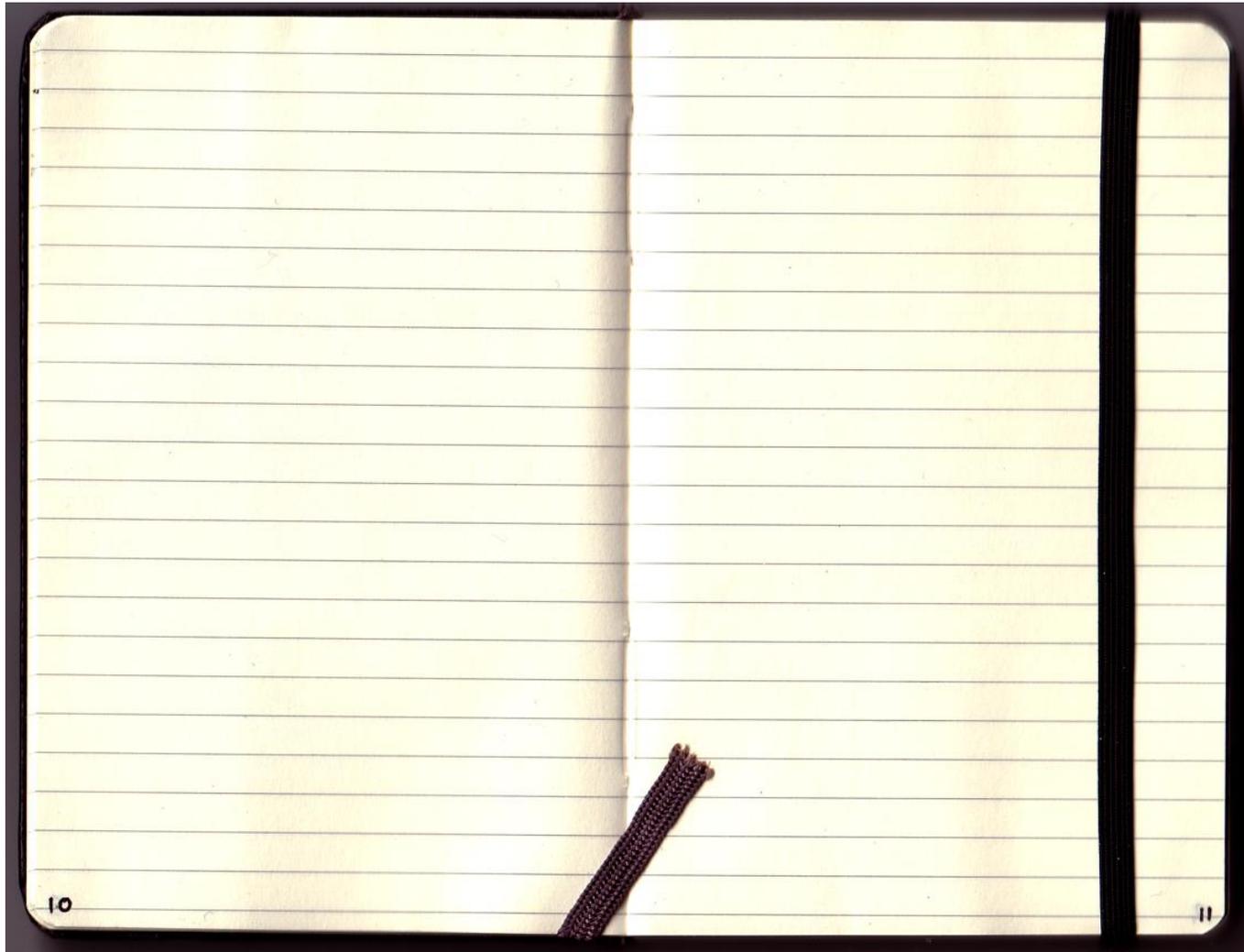
VISUALIZER

There is no **RIGHT**
or **WRONG** style.

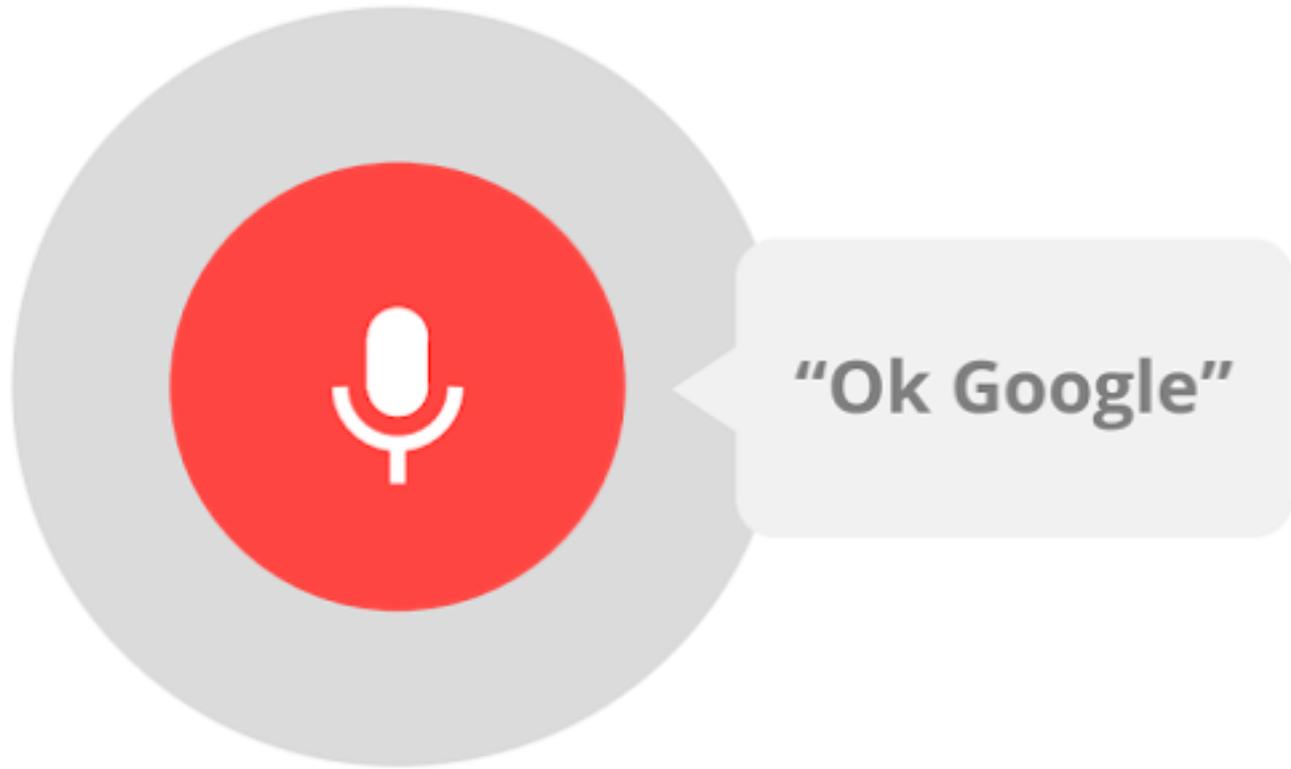
The key is knowing your
style & **OWNING IT**

productivfundraising.com/resources

**Back to the
hacks ...**



capture everything #16



capture when on the go

#17

ADD
NOTE TO
PRESENTATION



capture in the
shower #18

Compose

Inbox (179)

Drafts

Sent

Spam (85)

Trash

179 unread emails



send fewer emails #19



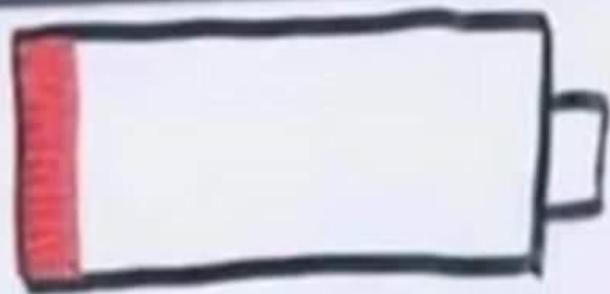
minimize the boomerang
effect #20



schedule & triage #21



seek harmony, not
balance #22



You wouldn't let this happen to
your phone.

Don't let it happen to you either.

Self care is a priority.
Not a luxury.

work self

home self

just be yourself #23



plan your dinners #24

automate the
delivery of your
weekly/monthly
essentials

#25



never stop
dating #26



2-2-2

use a date
night rule #27

ZOMBIE APOCALYPSE

WHAT WE THINK IT LOOKS LIKE:



WHAT IT REALLY LOOKS LIKE:



zone out productively #28

#fundraisingnerd



show gratitude #29

The 3 Minute / 3 Sentence Thank You Note Formula

sentence 1 = what you saw / what happened

sentence 2 = the impact of what you saw on
you or your organization

sent productivefundraising.com/resources the



keep them with you #30

30

give any hack 30 days #31



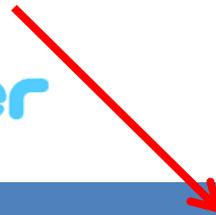
The End!

questions

productivefundraising.com/resources



What was your biggest takeaway?



@fundraiserchad



Crowd Sourced Hacks



time

energy

attention

meetings

travel

email

self care

fundraising

questions

productivefundraising.com/resources

