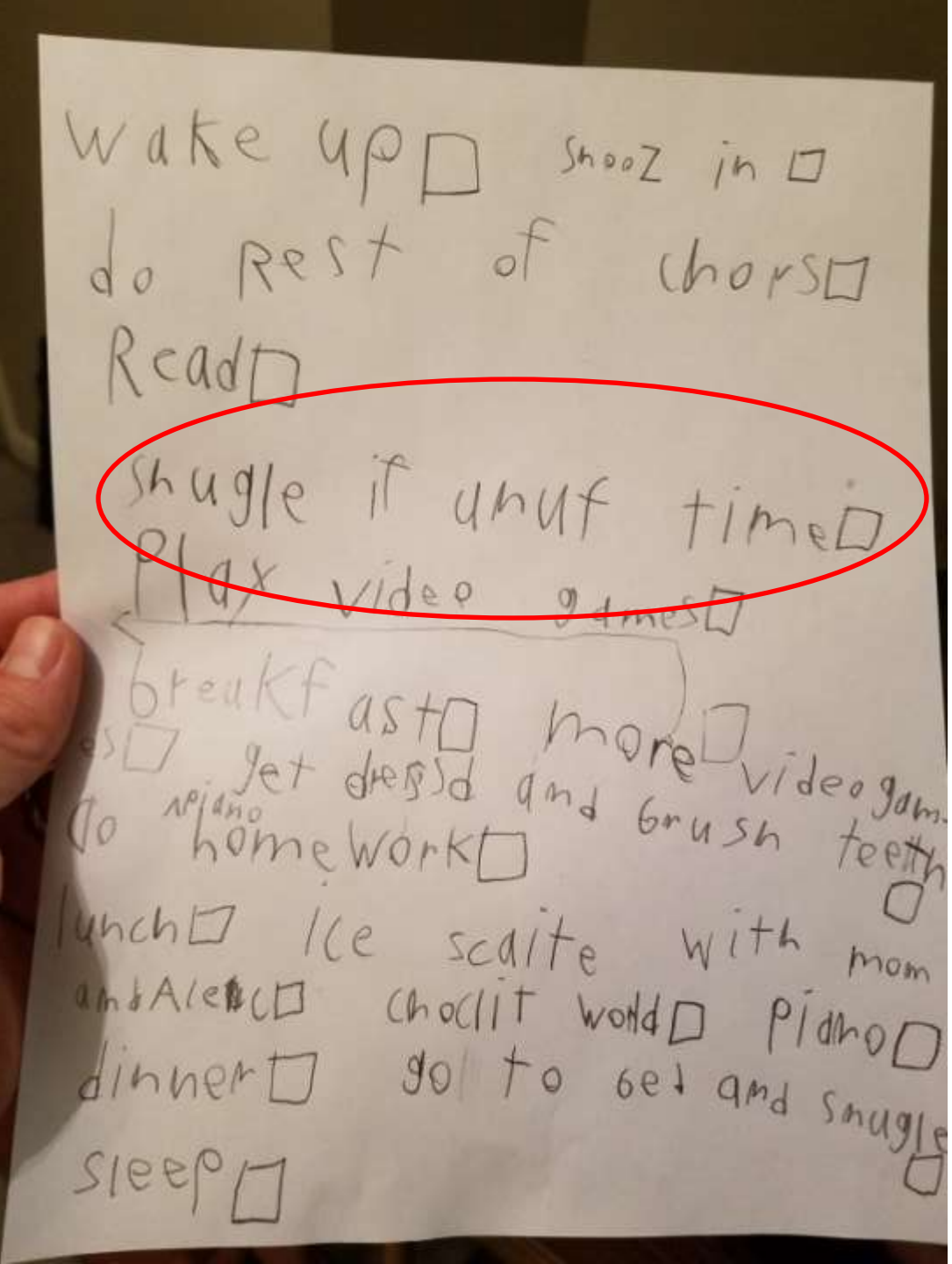
How to Fix Your Productivity to Amp Up Your Results

productive FUNDRAISING

@fundraiserchad

A confession ...

productive
FUNDRAISING



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

AMERICORPS
A

I've just always had TOO MUCH to do and NOT ENOUGH time in which to do it.

Sound familiar?

If not now, just wait ...

Who is this guy?

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

career
fundraiser

DICKINSON
COLLEGE

AACA MUSEUM INC.
A World Class Automotive Experience
CARS · BUSES · MOTORCYCLES · & MORE

CULTURAL
ENRICHMENT
FUND

CFRE™

AFP
Association of
Fundraising Professionals
Master Trainer

productive
FUNDRAISING

TEMPLE
OWLS

MESSIAH

hacks that the
busy professional
(or college student) can
implement to find more
time, energy and focus
to better serve their
(school)work & passions

hack (n)

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

SLIDES + RESOURCES

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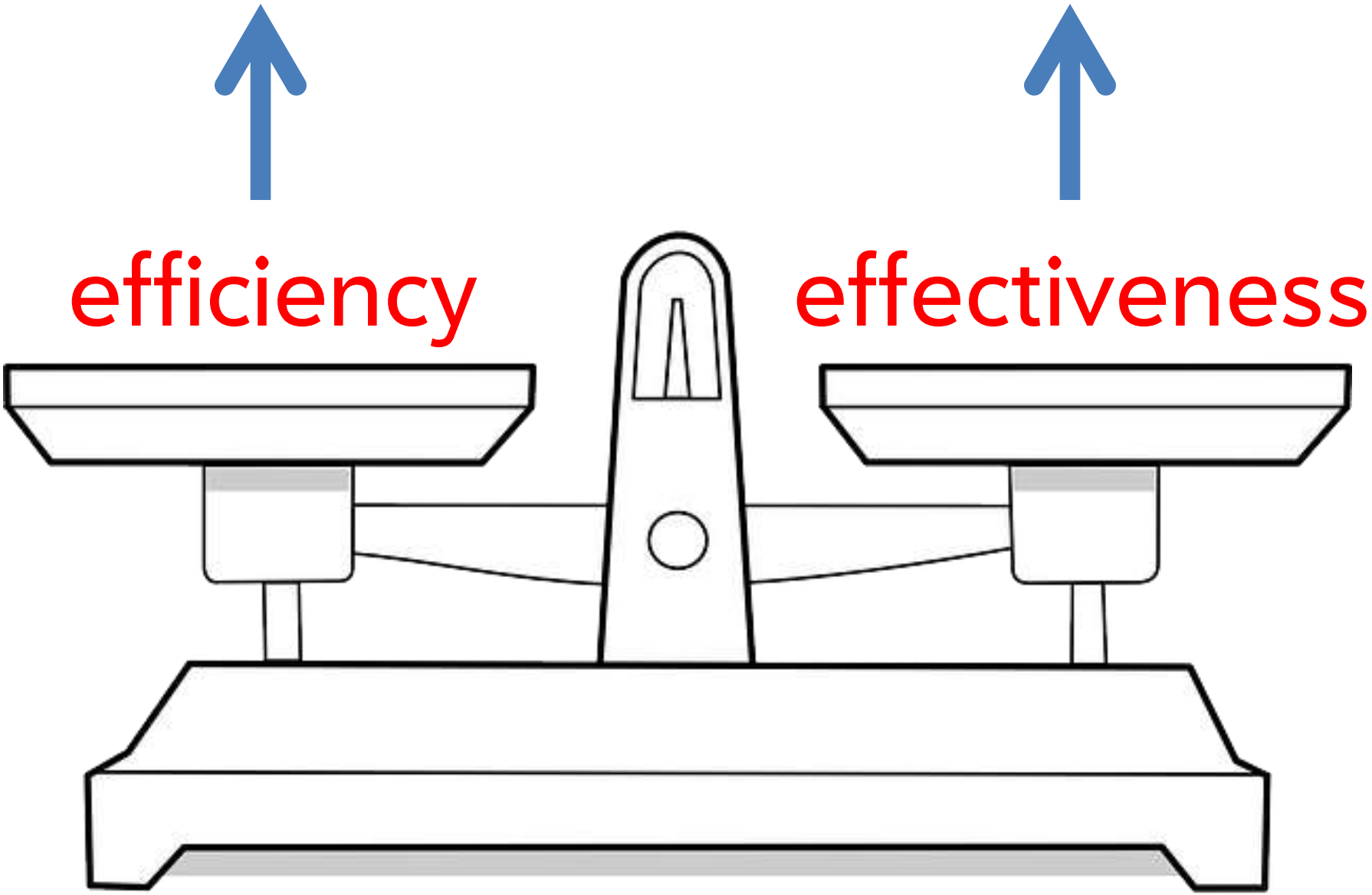
But what do we mean when we use the term PRODUCTIVITY?

how you do it

what you do



efficiency

effectiveness

Onto the hacks...

TIME, ENERGY & ATTENTION

own your mornings
#1

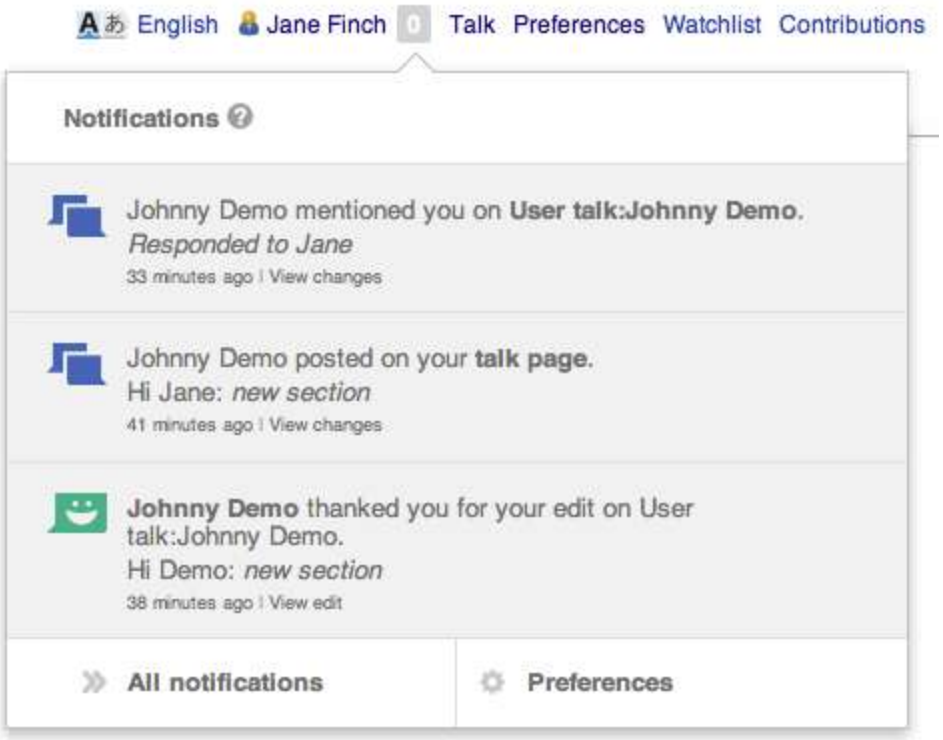
or your evenings
#2

eat the frog #3

or start with a few tadpoles

#4

no multitasking
#5



turn off non-essential notifications #6

know & plan for your low energy time of day

#7

plan your dinners #8

TEA Framework

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MEETINGS

I SURVIVED
ANOTHER
MEETING
THAT SHOULD HAVE
BEEN AN
E-MAIL

MADE WITH MOMUS

marie kondo your meetings #9

the 2 pizza rule #10

no reports @ meetings #11

Who is going to do what by when?

ensure action #12

LEARNING

If it ain't broke, don't fix it.
Learn something new every day #13

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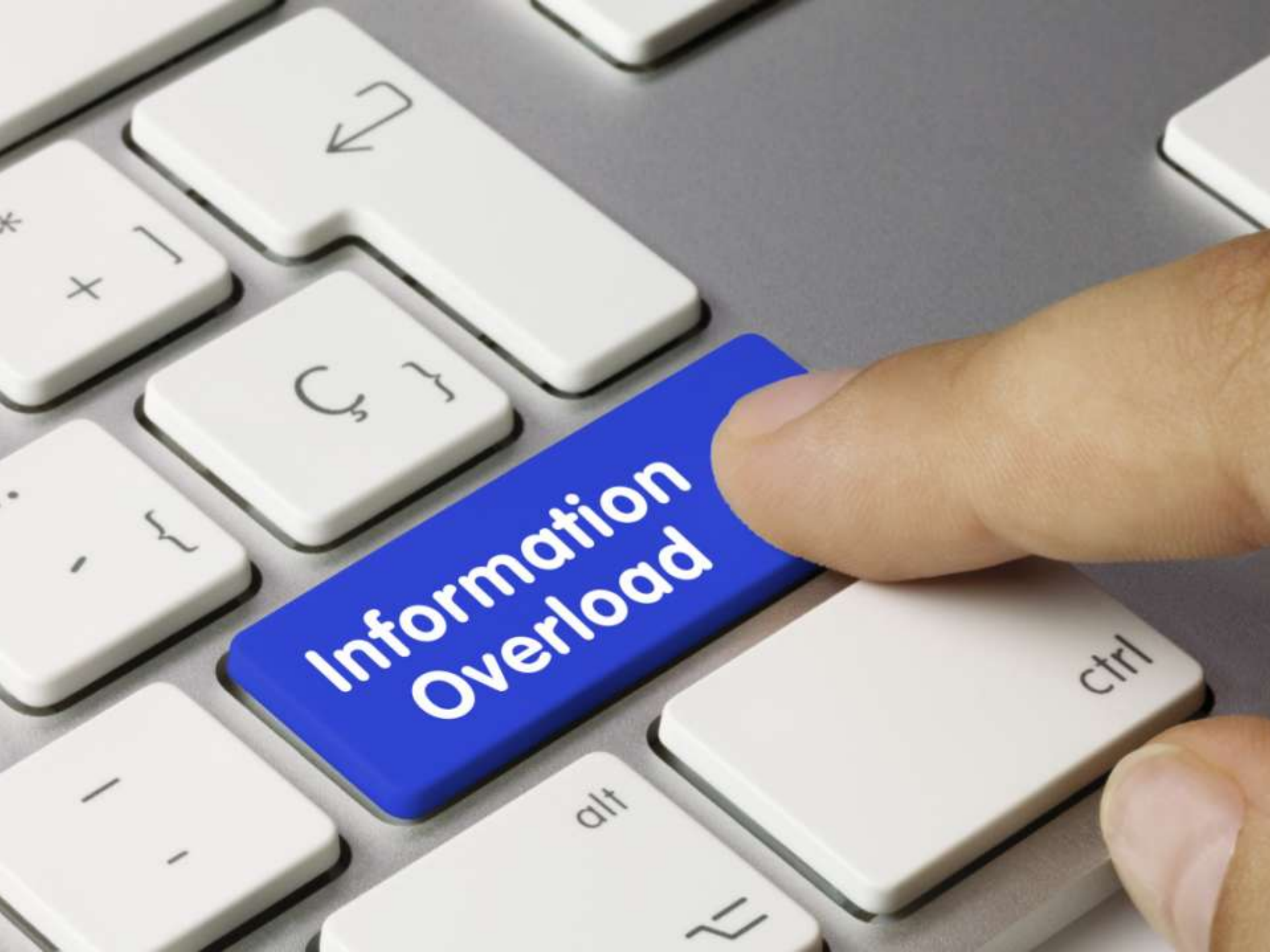
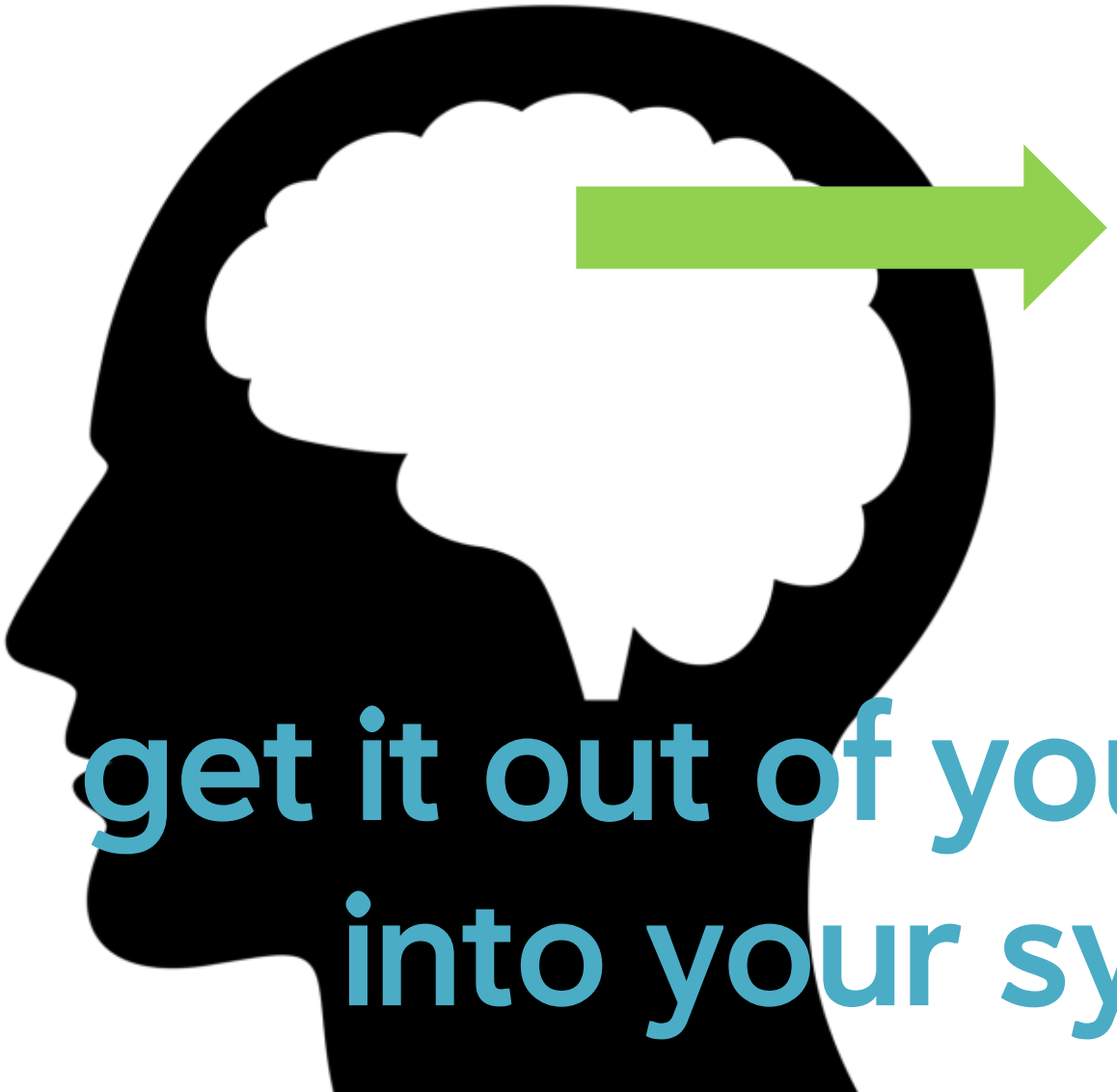
read, every day #14

pocket
productivefundraising.com/resources
utilize your waiting time #15

INFORMATION OVERLOAD


Information
Overload
ctrl
alt



get it out of your head & into your system #16

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

– Mike Vardy

Your Personal Productivity Style

PERSONAL PRODUCTIVITY

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PRIORITIZER

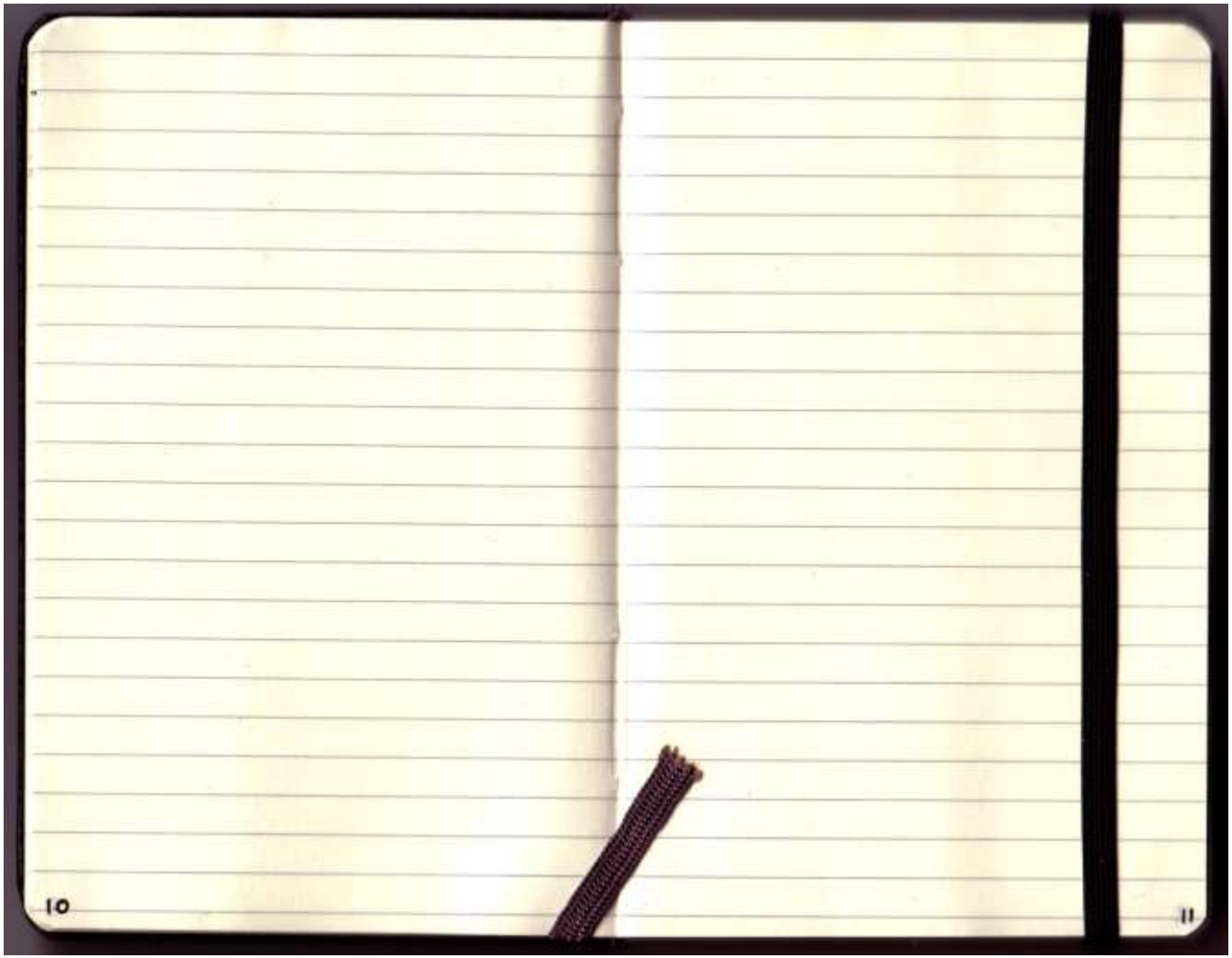
PLANNER

ARRANGER

VISUALIZER

There is no RIGHT or WRONG style.

The key is knowing your style & OWNING IT



capture everything #17

capture when on the go

#18

capture in the shower #19

Instagram

Search

fundraiserchad

fundraiserchad I bet @theatrekim is mighty proud of herself for commandeering my #productivity bath crayon and creating this display in our shower. Yes, that's right, I said productivity bath crayon (because all the best #fundraising ideas come in the shower). #productivitynerd #fundraisinglife #marriagepranks #halloween🎃

117w

angiejoneswrites I saw this on buzzfeed and I support your productivity bath crayon🖍 brilliant! I've added my own to the cart👏

16w 1 like Reply

Liked by **leamerman** and **others**

OCTOBER 29, 2018

Add a comment... Post

Parents • Posted on Oct 4, 2020

15 Wives And Girlfriends Who Outsmarted Their Partners In Ways They Didn't Even See Coming

These wives and girlfriends: 1. Their partners: 0.

by Asia McLain
BuzzFeed Staff

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Now Playing Drunk

EMAIL

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

The average executive receives 116 emails per day.

source: Rory Vaden, 2019

The average professional spends 28% of the work day reading and answering email.

source: McKinsey, 2020

send fewer emails #20

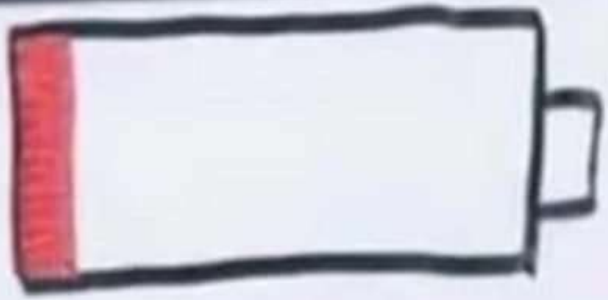
minimize the boomerang effect #21

schedule & triage #22

WORK + LIFE

seek harmony, not balance #23

SOME DAYS
YOU EAT SALADS
AND GO TO THE GYM,
SOME DAYS
YOU EAT CUPCAKES
AND REFUSE TO PUT
ON PANTS.
it's called balance.



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.

What's your
REST ETHIC
like these days?

work self

home self

just be yourself #25

automate the delivery of your weekly/monthly essentials

#26

never stop
dating #27

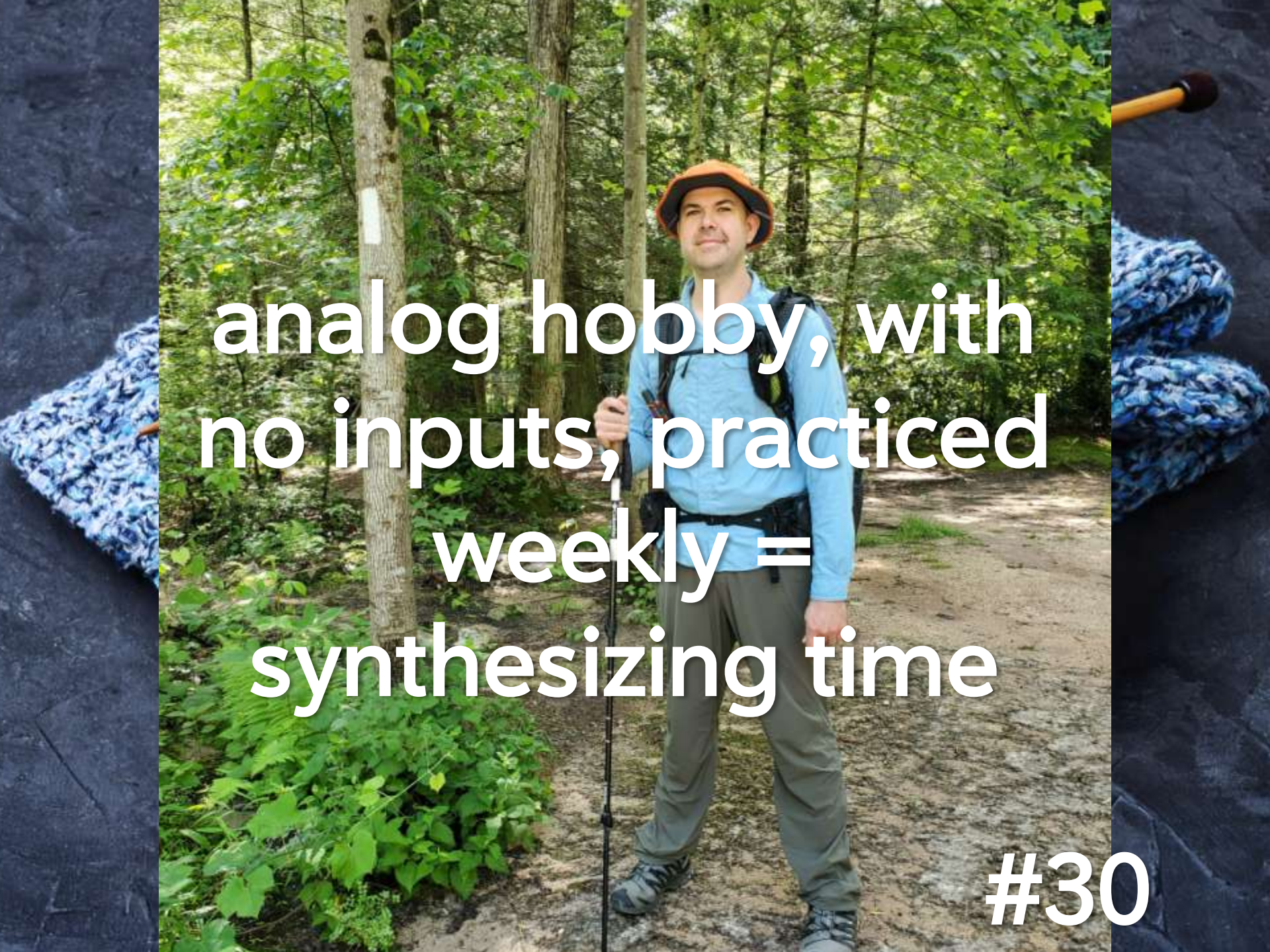
2-2-2
use a date
night rule #28

ZOMBIE APOCALYPSE

WHAT WE THINK IT LOOKS LIKE:

WHAT IT REALLY LOOKS LIKE:

zone out productively #29


analog hobby, with
no inputs, practiced
weekly =
synthesizing time
#30

#fundraisingnerd

show gratitude #31

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

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 #32

CULTURAL
ENRICHMENT
FUND

give any hack 30 days #33

The End!

@fundraiserchad

COMM 310: Fundraising

(otherwise known as Professional Relationship Building 101)

Spring 2022

questions

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