

TIME ALLOCATION & PRIORITIES

This won't be easy! You are being asked to analyze as closely as possible how you spend your time. Not your hours . . . but how you allocate your time, on a percentage basis, to the necessary functions of your work. Don't worry about being precise—what is important is that there be a general indication of your work day. Think of a typical week or month. And yes, we know—there's nothing typical about your work. Not ever! But do the best you can. And if the totals come to a lot more than one hundred percent—something's wrong! Rework the TAP. Then, after you have completed the first column, indicate in the second column what you feel is a desirable allocation of your time if you are to be your most effective best and perform at optimum efficiency. For many of you, your desk is your worst enemy. You have become buried in minutiae. Never let the urgency of the moment take the place of doing what is important. And one thing more. Work hard, work long, and work joyfully.

Extremely Urgent				
Urgent				
Pressing				
Somewhat Urgent				
Not Urgent				
	Not Important	Somewhat Important	Important	Very Important

Functions	% Actual	% Desirable
Meetings with Supervisors		
Staff Meetings		
Meetings with Individual Staff Members		
Administration, Management, and Supervision		
Involvement in Corporate Institutional Affairs		
New Donor Prospect Identification		
New Donor Prospect Contacts		
Donor Contacts Prior to Solicitation		
Donor Stewardship		
Actual Solicitation for Gifts		
Identification and Prospecting for New Board Members		
Individual Meetings with Board and Committee Members		
Meetings of the Board and Committees		
Community Activities		
Initiating and Returning Telephone Calls		
Paperwork, Reviewing Mail, Work at Desk		
Writing Letters, Memos, etc.		
Professional Reading		
Professional Meetings and Travel		
Other		